

Hawkey Parish Council

2025/26 Consideration of principal risks facing Hawkey Parish Council

<u>AIM</u>	<u>RISK</u>	<u>STEPS TO MINIMISE RISK</u>	<u>RESPONSIBILITY</u>
Business continuity	Incapacity of Clerk	Staffing Working Group to appoint temporary clerk if this is deemed necessary. HALC can provide interim assistance	C Butcher, D Caukill, L Buckle
Business continuity	Resignation of Clerk	Annual appraisal and salary review Support development of required skills	Staff Working Group All Councillors
Business continuity	Access to PC documents	Purchase of dedicated laptop for all PC business Documents uploaded to Cloud account Hard copy of PC documents regularly archived	Clerk Clerk
Business continuity	Loss of electronic data	Regular backing up of data to external device	Clerk
Data Protection	Breach of GDPR	Implemented data protection policies and privacy policies	C Butcher (Data Protection Officer) D Caukill (Chair) Clerk
Compliance with law, financial regulations & standing orders	Lack of procedural knowledge	Encourage attendance on training courses	All Councillors and Clerk
	Lack of proper financial control	Adherence to internal controls set in place	All Councillors and Clerk
	Lack of proper financial control	Internal Audit processes	Clerk/Internal Auditor
Protect PC assets	Inadequate Insurance cover	Ensure cover is sufficient and policy up to date	Clerk
Prevent Fraudulent activity	Financial loss	See above, ensure sufficiency of fidelity guarantee	Clerk and Chair
Prevent Fraudulent activity	Dishonesty of Cllrs and/or employees	Regular independent checks of financial records	All Cllrs, Clerk and Internal Auditor
Communication with wider community	Poor awareness of needs of parishioners	Publication of Parish Council material on noticeboards and website	Clerk
Communication	Parishioners not aware of PC work	Distribution of important material via the HPC Email List	Clerk
Communication	Lack of engagement	Encourage public attendance at meetings	All Councillors & Clerk