

NORTHCHURCH PARISH COUNCIL RISK

Function	Ref	ID	YearID	Hazard	Requirement
Allotments	219	50	202050	Poor Grass Cutting.	To maintain required standards at allotment sites.
Allotments	49	309	2020309	Maintenance of Allotment Register.	To maintain an up to date register of allotment holders.
Allotments	415	310	2020310	Absence of a completed agreement with every allotment holder.	To have a completed agreement on file for every allotment holder.
Allotments	467	312	2020312	Provision of adequate insurance cover.	To ensure that the council is fully protected against mandatory and other risks.
Allotments	311	48	202048	Vandalism of sites.	To minimise the risk of loss/damage/injury arising from vandalism.
Allotments	301	49	202049	Loss / Damage to water supply.	To maintain adequate water supply and minimise loss/damage arising there from.
Allotments	214	52	202052	Untidy Plots.	To ensure that site is maintained to the required/acceptable standard.

Allotments	215	53	202053	Build up of non-compostable rubbish	To maintain high standard of cleanliness and minimize risk.
Allotments	52	301	2020301	Accumulation of rubbish.	To maintain acceptable standards for site.
Allotments	53	302	2020302	Dumping/Hazardous substances	To maintain acceptable standards and minimize danger arising from hazard..
Allotments	448	303	2020303	Vandalism.	To minimise the risk of loss/damage/injury arising from vandalism.
Allotments	446	304	2020304	Vermin.	To control and minimise impact.
Allotments	447	306	2020306	Failure to review rents & charges.	To ensure that rent income is subject to regular review.
Allotments	449	308	2020308	Failure to collect rents & charges.	To ensure that all income due to the council is properly collected and banked.

Allotments	310	47	202047 Unoccupied Plots.	To control and minimise empty allotments.
Allotments	212	51	202051 Public Injury as a result of contractor.	To minimise risk to allotment holders and others when contractor on site.
Allotments	58	297	2020297 Uncontrolled equipment.	To ensure that all equipment is properly secured and controlled and that safety of users is not compromised.
Allotments	59	298	2020298 Maintenance of Council owned equipment.	To ensure that all Council owned equipment is properly maintained.
Allotments	60	299	2020299 Security.	To ensure security of site and equipment.
Allotments	445	300	2020300 Personal injury.	To minimise risk.
Bus Shelters	97	267	2020267 Provision of adequate insurance cover.	The council has adequate insurance cover with Came & Co
Bus Shelters	89	268	2020268 Absence of Highway Authority Licence.	To ensure that the authority has all necessary licences.
Bus Shelters	115	263	2020263 Design & Position.	To maintain high standards and reputation of the Council.
Bus Shelters	87	264	2020264 Cleaning of Bus Shelters.	To maintain high standards of health, safety and cleanliness. The bus shelters are cleaned on monthly basis by David Horne
Bus Shelters	88	265	2020265 Vandalism.	To minimise the risk of loss/damage/injury arising from vandalism.

Bus Shelters	95	266	2020266	Failure to collect all Advertising Income.	To maximise income to the council.
Bus Shelters	102	262	2020262	Maintenance of Bus Shelters.	To ensure that Bus Shelters are maintained to the appropriate standards.
Bye Laws	105	255	2020255	The council does not have Bye Laws, and in principal practices Dacorum Borough Councils Bye-Laws.	The Council will put the Bye Laws together which will be sent to Secretary of State
Code of Conduct	356	30	202030	Failure to maintain / update Register of Interests/Gifts	To maintain records of members Declarations of Interest. The Council has adopted the latest Code of Conduct from NALC
Computing	0	318	2020318	Loss/damage arising from unauthorised use.	Maintain security of computer.
Computing	0	325	2020325	Loss arising from theft/misappropriation.	Maintain adequate security of site and equipment. All necessary steps are taken to ensure the computer is in secure place. The password for the computer will be kept in the council office in a sealed envelope which is locked away.
Computing	365	27	202027	Crash of IT System.	To minimise risk arising from breakdown of equipment.

Council Meetings	452	217	2020217	Failure to meet statutory duty.	To meet all statutory requirements and maintain effective administration.
Council Meetings	453	218	2020218	Access.	To meet all statutory requirements and maintain effective administration.
Council Meetings	454	219	2020219	Security.	To ensure that effective security arrangements are in place.
Council Meetings	455	319	2020319	Personal Injury.	The Parish Council meetings are held in a venue considered to have appropriate facility for the Clerk, members and the general public. The venue has a health and safety risk assessment undertaken on an annual basis. The Council uses the local village hall for meetings. Due to pandemic all meetings have taken place virtually.
Council Property and Documents	314	44	202044	Legal Liability as a result of Asset Ownership.	Provision of adequate public liability insurance
Council Property and Documents	307	43	202043	Loss of assets.	To minimise the risk of loss through theft/misappropriation of assets.

Council Property and Documents	312	45	202045 Loss / Damage to Civic Regalia.	To safeguard council assets.
Council Property and Documents	313	46	202046 Failure to effectively process documents.	To ensure effective processing and safe keeping of all documentation received by the Council
Data Protection	37	29	202029 Breach of confidentiality.	To ensure that statutory requirements are met.
Employment of Staff	364	23	202023 Failure to comply with Employment Law.	To ensure that the council fulfils its responsibilities.
Employment Of Staff		785	2020785 Overpayment or underpayment of salaries and expenses.	Ensure that all payments to staff are in accordance with employment contracts approved by the council.
Employment of Staff	361	17	202017 Inability to recruit.	To improve recruitment.
Employment of Staff	38	18	202018 Inability to retain staff.	To minimise risk arising from high turnover of staff.
Employment of Staff	358	19	202019 Loss of key staff.	To avoid problems arising from loss of key personnel.

Employment of Staff	362	20	202020 Lack of Training.	To meet Council commitment to staff training.
Employment of Staff	363	21	202021 Lack of Employee motivation/efficiency.	To meet commitment of council employment policy.
Employment of Staff	352	22	202022 Attacks on Personnel.	To protect staff.
Financial Management	302	39	202039 Failure to comply with Inland Revenue regulations.	Efficient financial administration.
Financial Management	303	40	202040 Failure to comply with Customs & Excise regulations.	Efficient financial administration.
Financial Management	0	327	2020327 Failure to maintain record of council assets.	To minimize the risk of loss associated with failure to maintain adequate records.
Financial Management	0	338	2020338 Incurring expenditure without proper legal authority.	To ensure all expenditure is intra vires, ie. "within the powers".

Financial Management	41	35	202035 Failure to keep proper financial records.	
Financial Management	347	36	202036 Poor Financial Management	To ensure effective management of financial affairs of council.
Financial Management	360	37	202037 Failure to set a precept within sound budgeting arrangements.	To ensure that the budget procedure is both efficient and effective.
Financial Management	306	38	202038 Loss of money through theft/misappropriation.	To ensure that effective financial controls are in place.

Financial Management	304	41	202041	Failure to ensure proper use of funds under specific powers / S137.	To ensure that expenditure is properly authorised and controlled.
Financial Management	305	42	202042	Risk to third party as a consequence of providing a service	To protect interest of council.
Financial Management	0	326	2020326	Failure to maintain an effective payments system.	To minimize the risk of loss.
GDPR		831	2020831	Failure to identify what data is held and processed by the council.	To have a fully completed audit showing checks taken place and listing all data held electronically and non electronically.
GDPR		835	2020835	Non identification of how long the data held.	The ability to identify how long the data has been held by the Council and review if holding this data is still required and if not can be deleted.

GDPR	836	2020836	Non identification of who holds and can access the data	To record and identify all data held and who can access it.
GDPR	837	2020837	Non identification of security and controls of data held.	To record and identify what security and controls are in place to the secure the data.
GDPR	838	2020838	Failure to display of a Privacy notice.	To have a fully drafted privacy notice. This to be available for all relevant parties.

GDPR	839	2020839	Failure to have a Privacy notice on-line.	To have a privacy notice available on line.
GDPR	840	2020840	Failure to have a privacy notice review process.	To have privacy notice review policy in place and agreed by the Council.
GDPR	841	2020841	Failure to have consent of data owners.	To have all relevant consent in place.
GDPR	842	2020842	Failure to have consent form available.	To have a consent form available on-line and in paper form for access by all relevant parties.
GDPR	843	2020843	Failure to have an up to date procedures up to date.	To have up to date data procedures and processes in place for full GDPR compliance.

GDPR	844	2020844	Non availability for owner to view their data.	The ability to allow the data owner to view their own data held by the Council.
GDPR	845	2020845	Inability to correct data errors.	The ability to correct any data errors and record/log these amendments. Also, to have a process in place to inform the user that data has been amended.
GDPR	846	2020846	Inability to delete data.	The ability to delete a user's data and record/log this action. Also have a process in place to inform the user that data has been removed/deleted.
GDPR	847	2020847	Failure to put procedures in place to fix any data breach.	To have procedures and processes in place defining what to do in case of a data breach, including how to fix this.
GDPR	848	2020848	Failure in complying with special protection for children.	To have procedures and processes in place defining how to deal with special protection of data for children under the age of 13.

GDPR	849	2020849	Failure to appoint a Data Protection Officer (DPO). Not a requirement.	To have an appointed Data Protection Officer (DPO) in place to undertake regular information audits and control and manage the information collected by the Council.
GDPR	850	2020850	Failure to be registered with the ICO.	To be registered with the ICO.
GDPR	851	2020851	Non display of this policy on the Councils web site.	To have our Privacy notice available on-line for general access/viewing.
GDPR	852	2020852	Failure in updating the Clerks/RFO job description.	Parish councils will not be compelled to appoint a Data Protection Officer (DPO).
GDPR	853	2020853	Failure to have data protection included in the Council's Risk Management Policy.	To ensure that the council's risk management policy reflects the requirements of the data protection (GDPR) legislation.

GDPR	854	2020854	Non compliance of Council to manage the process.	That the Council manage the GDPR process.
GDPR	855	2020855	Failure to have a GDPR document.	To have a GDPR document.
GDPR	856	2020856	Non compliance of Council members and contractors.	That all employees, volunteers, councillors and contractors understand how to comply with GDPR regulations.
Investments	200	167	2020167 Maintenance of Investment Register. The Council operates a finance software known as Rialatas RBS which shows all the bank accounts and investment	To maintain proper records.
Investments	377	164	2020164 Financial Loss i.e. theft	To minimize risk arising from theft/misappropriation.
Investments	198	165	2020165 Inappropriate investment	To ensure integrity of investment.
Investments	199	166	2020166 Failure to review interest rates etc.	To maximize return on investments.
Land	27	162	2020162 Maintenance and Security of Deeds of ownership etc.	To ensure security of records.
Land	25	163	2020163 Maintenance of Asset Register	To ensure that all assets of the council are properly recorded.

Land	21	156	2020156 Maintenance of land including grass cutting	To ensure that council assets are properly maintained.
Land	413	157	2020157 Vandalism	To minimise the risk of loss/damage/injury arising from vandalism.
Land	20	158	2020158 Fly tipping	To minimize risks associated with fly tipping.
Land		784	2020784 Failure to comply within consultation deadline.	To meet consultation timetable.
Land	23	159	2020159 Inadequate budget provision	To ensure proper budget provision.
Land	24	160	2020160 Failure to review rents and other charges	To ensure that all rents and charges are subject to review.
Land	26	161	2020161 Failure to collect income	To minimize risk of loss.

Land	239	151	2020151	Public/Personal Injury	To minimize risk of injury.
Land	235	152	2020152	Maintenance of fences, hedges, gates, footpaths etc.	To ensure proper maintenance of council owned assets.
Land	230	153	2020153	Security of equipment	To ensure that proper security arrangements are in place.
Land	428	154	2020154	Maintenance of furniture	To ensure proper maintenance of council assets.
Land	414	155	2020155	Unauthorised access/trespass	To maintain security of council assets.
Litter	225	7	20207	Inefficient service provision	NPC does not employ a warden, all external work is carried out by contractors.
Litter	7	3	20203	Inappropriate location of litter bins	To determine location for best use.
Litter	1	4	20204	Vandalism/theft/damage	To minimise the risk of loss/damage/injury arising from vandalism.
Litter	3	5	20205	Unauthorised Fly posting/nuisance.	

Litter	437	6	20206	Inadequate insurance cover	To ensure that the council has proper insurance protection.
Litter	0	339	2020339	Inadequate budget provision	To ensure adequate funding.
Litter	2	2	20202	Failure to empty	To maintain high standard of service provision.
Open spaces	0	126	2020126	Absence of agreements with users, permits etc	To facilitate control of facilities.
Open spaces	433	121	2020121	Fly tipping	To minimise the impact of fly tipping and associated health/safety risk.
Open spaces	320	122	2020122	Pollution	To minimize risk/complaint arising from pollution at council owned facilities.
Open spaces	0	368	2020368	Vandalism	To minimise the risk of loss/damage/injury arising from vandalism. To minimise risk arising from anti-social behaviour.
Open spaces	0	123	2020123	Failure to review charges	To ensure that all charges are reviewed annually.
Open spaces	0	124	2020124	Failure to collect all income due to the council	To maximise income and minimize risk of loss.
Open spaces	0	125	2020125	Inadequate budget provision	To ensure proper financial provision.
Open spaces	441	117	2020117	Personal injury.	To minimize the risk of personal injury to persons using council facilities.

Open spaces	315	118	2020118	Property Maintenance	Top ensure that all council assets are properly maintained.
Open spaces	318	119	2020119	Stock control	To minimize risk of loss.
Open spaces		779	2020779	Failure to provide adequate staff training in the use of dangerous machinery and the handling of dangerous substances.	To ensure that all staff have appropriate training.
Open spaces		780	2020780	Injury to public or employees as a result of defective vehicles or machinery.	To ensure that any conditions that might lead to personal injury are minimised and properly controlled.
Open spaces		781	2020781	Protection of manual workers from health risks associated with the land.	To minimise health and safety risks .
Planning & Development Control	202	54	202054	Failure to comply within consultation deadline	To meet consultation timetable.
Play Areas	0	324	2020324	Inadequate maintenance of records	To maintain a register of complaints/injuries and action taken.
Play Areas		1132	11322020	The risk of spreading Covid 19 increases with close person to person contact	Apply Social Distancing rules when using playground areas
Play Areas	0	323	2020323	Inadequate insurance cover	To ensure that council has adequate insurance.
Play Areas	0	344	2020344	Inadequate budget provision	To ensure proper financial provision.

Play Areas	0	322	2020322 Personal Injury	To ensure play surfaces & equipment are in a safe condition.
Provision of Office Accommodation	0	345	2020345 Inadequate budget provision	To ensure proper financial provision.
Provision of Office Accommodation	349	24	202024 Poor Office Conditions	All office accommodation to be of a good standard
Provision of Office Accommodation	350	25	202025 Poor/Faulty Office Furniture	To maintain approved standards for office furniture and fittings.
Provision of Office Accommodation	0	353	2020353 Fire	To safeguard against fire risk.
Provision of Office Accommodation	0	399	2020399 Legionella bacteria in water supply	Risk Assessment required every two years, if applicable
Provision of Office Accommodation	357	26	202026 Defective Electrical Equipment/Machinery	
Provision of Website/Internet Access	0	346	2020346 Inadequate budget provision	To ensure proper financial provision
Provision of Website/Internet Access	348	28	202028 Failure of Website/Internet Providers	To maintain high standard of service provision.

Skatepark	468	311	2020311	Maintenance of equipment hire record	To ensure that proper records are maintained for hired equipment.
Skatepark	0	366	2020366	Vandalism	To minimise the risk of loss/damage/injury arising from vandalism. To minimise risk arising from anti-social behaviour.
Skatepark	0	367	2020367	Inadequate Safety Signage	To minimise risk.
Skatepark	0	363	2020363	Legal Liability arising from asset ownership	To ensure control of risk.
Skatepark	0	364	2020364	General Health & Safety	To minimise risks arising.
Skatepark	0	365	2020365	Injury to users arising from accident.	To minimise risk.
Street/Footway Lighting	278	87	202087	Service level agreements	To ensure proper agreements in place.
Street/Footway Lighting	279	88	202088	Contracts with service providers	To ensure proper administrative arrangements.

Street/Footway Lighting	203	55	202055	Failure to provide lighting	
Street/Footway Lighting	293	84	202084	Fly posting	To minimize associated risk.
Street/Footway Lighting	285	85	202085	Vandalism	To minimise the risk of loss/damage/injury arising from vandalism.
Street/Footway Lighting	290	86	202086	Inadequate budget provision	To provide for annual review of service requirements.
Street/Footway Lighting	281	82	202082	Maintenance	
Street/Footway Lighting	287	83	202083	Security of inspection plates etc.	To maintain service standards.
Village Signs	0	356	2020356	Failure to obtain necessary approval.	
Village Signs	0	358	2020358	Inadequate budget provision	To ensure proper financial provision.
Village Signs	206	58	202058	Vandalism	To minimise the risk of loss/damage/injury arising from vandalism.
Village Signs	0	357	2020357	Inadequate maintenance.	
Web Sites	0	316	2020316	Ownership and Control of Universal Resource Locator (URL)	To ensure that council has full control of website.
Web Sites	457	321	2020321	Content	To maintain effective administration.
Web Sites	464	373	2020373	Insurance	To protect council.
Web Sites	0	374	2020374	Availability of Software tools to build and manage site	To ensure that the council has full control of website.

Web Sites	0	375	2020375	Risk arising from use of unlicensed software	To ensure that the council is protected from charges of condoning use of unlicensed software.
Web Sites	0	376	2020376	Dependence upon an individual	To ensure that the site activity is not restricted to one person.
Web Sites	0	377	2020377	Loss of Data/ Inability to access backup	To avoid risk arising from loss of data.
Web Sites	0	381	2020381	Non compliance with Freedom of Information Act	To minimise risk.
Web Sites	0	382	2020382	Non conformance with the Data Protection Act	To minimise risk.
Web Sites	0	383	2020383	Lack of motivation for continued management of website.	To minimise risk.
Web Sites	0	385	2020385	Lack of visibility of visitor numbers.	To maintain adequate statistics.
Web Sites	0	386	2020386	Compromise of copyright by inclusion of website links or frames.	To minimise risk.
Web Sites	0	387	2020387	Confusion arising from links to external websites	To minimise risk.

Web Sites	0	388	2020388	The placing of information on site that may put people at risk.	To minimise risk.
Web Sites	0	389	2020389	Risk arising from paid advertising	To minimise risk.
Web Sites	0	378	2020378	Inadequate control of website	To minimise risk arising from third party input.
Web Sites	0	379	2020379	Risk arising from poor design / appearance of website	To minimise risk arising from poor design.
Web Sites	0	380	2020380	Failure to meet needs/expectations of visitors to site.	To minimise risk.
Web Sites	0	384	2020384	Lack of visibility of website to search engines	To minimise risk and maximise visitor numbers.

Aim	Control	Risk
Need to secure acceptable standards of sites	<p>Allotment holders are responsible for maintaining their area.</p> <p>The allotment will be inspected in April and October by Allotment Committee.</p>	Administration/Legal
	<p>Clerk has designated responsibility to maintain a proper register ensuring all amendments are promptly recorded.</p> <p>Allotment Association do not manage the register, however, they may inform the Clerk of any changes.</p> <p>Allotments Association is kept up to date with changes if relevant.</p>	Administration/Legal
Annual insurance review.	<p>Tenancy agreement is completed and signed by all parties prior to occupation.</p> <p>Allotment register maintained.</p> <p>Tenancy Agreements and the rules are reviewed annually to ensure adequacy of conditions.</p> <p>Carry out an annual review of insurance cover to ensure that all appropriate risks are fully protected.</p> <p>Carry out annual inspection of insurance held by third parties where necessary.</p>	Administration/Legal
Need to secure against theft & vandalism	<p>Regular monitoring of sites with, where appropriate, the assistance of allotment society NAA.</p> <p>Consider physical improvements to sites.</p> <p>There is liaison with local policing teams in the areas affected when necessary.</p>	Environmental
As necessary to maintain water supply and eliminate waste.	<p>Water meter on lower site is turned off in October and back on in March. Upper site water is left on for Sunnyside Rural Trust and Sunnyside Nursery.</p> <p>Ensure regular site inspections include checks on water supply to confirm adequacy of supply and that there is no wastage.</p> <p>Ensure that system is in place to report and rectify all faults.</p> <p>Maintain such arrangements as necessary with local contractor.</p>	Environmental
Arrange periodical site inspection.	<p>Ensure site visits are carried out the by Allotment Committee or Allotment Ass.</p> <p>Ensure that the rules, terms and conditions of tenancy agreements are enforced.</p> <p>Allotment tenants are notified of any identified issues on their plots as they arise and given appropriate time to rectify issues. Notices are served as if the plot remains untidy.</p>	Environmental

Arrange periodical site inspection.	<p>The terms and conditions of the tenancy agreements are enforced.</p> <p>There is good liaison with the any Allotments Association and the Allotment Committee so any issues can be to addressed.</p> <p>Ensure that the conditions regarding the removal of waste are contained within the tenancy agreement.</p> <p>Make arrangements for removal if the enforcement process proves to be unsuccessful.</p> <p>Consider provision of skip facility if necessary.</p>	Environmental
Periodical site inspection.	<p>Site maintenance is up to an individual allotment holder.</p> <p>All allotment sites are regularly inspected by the Allotments Association and Allotment Committee. Tenants are also encouraged to report any issues as they arise.</p> <p>The terms and conditions of tenancy agreements are enforced.</p> <p>Allotment Association and Council should liaise and act quickly to resolve any issues that may arise.</p>	Environmental
Ensure that inspection timetable is adhered to.	<p>Site responsibilities are clearly defined.</p> <p>The terms and conditions of allotment tenancy agreements are enforced.</p> <p>All allotment sites are inspected on a regular basis by the Allotments Association and the Clerk (minimum quarterly).</p> <p>The Council and any Allotments Association should liaise and address any issues as they arise.</p> <p>The Council will liaise with police and/or other authorities where necessary.</p> <p>Carry out periodical site inspection.</p> <p>Security is reviewed regularly and local police are consulted as and when required.</p> <p>Maintain liaison with law enforcement agencies.</p> <p>The Council should instigate legal action against perpetrators where appropriate.</p> <p>Liaison should take place with the Allotment Association.</p>	Environmental
	<p>Rules, terms and conditions of tenancy agreements are enforced.</p> <p>All allotment sites are inspected on a regular basis.</p> <p>Appropriate action to deal with any identified problems is taken.</p> <p>There is liaison between the Council and the Allotments Association to identify and address issues early.</p> <p>Instigate appropriate action to deal with any identified problems.</p> <p>Review allotment rents and charges annually as an integral part of the annual budget process. Due to pandemic rent has remained the same which will be reviewed in September 2021.</p>	Financial
	<p>The Clerk issues rent notification every October, any outstanding allotment the Clerk will follow the Allotment Dispute guidelines in serving notice.</p> <p>Proper records of income received and banked are maintained.</p> <p>Periodical reconciliation to allotment register should be carried out and a financial report presented to council.</p> <p>Terms and conditions of allotment tenancy agreements are enforced.</p> <p>Allotment Register is accurately maintained on Rialatas Software.</p> <p>That the Clerk follows procedures for outstanding debts.</p>	Financial

To follow lettings policy.	An allotment waiting list is maintained. The Allotments Association and the Council liaise to ensure any empty sites are adequately maintained. Council advertises vacant plot on the website.	Physical
Seek sight of contractors public liability insurance cover	Ensure that contract requires provision of appropriate insurance cover. Inspect contractors insurance documentation to confirm compliance. Any Contractors instructed by the Council must have completed a risk assessment and work method statement as a minimum requirement.	Physical
	Terms and conditions of tenancy agreement are enforced. All allotment sites are inspected regularly. Allotment tenants are encouraged to report any issues. Council maintains liaison with Allotments Association and allotment holders.	Physical
	Ensure that equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date. Ensure that responsibility is defined and any training requirement is complete.	Physical
	Ensure that responsibility of allotment holders is clearly defined in tenancy agreement. Ensure that proper facilities are in place to safeguard council assets.	Physical
	Ensure that any conditions that might lead to personal injury are minimised and properly controlled. Ensure that all parties are aware of the relevant Health and Safety legislation. Carry out periodical examination of allotment environment.	Physical
	Ensure that all insurance cover is reviewed annually. Ensure that appropriate action is taken to provide cover for any new risks arising in the year.	Administration/Legal
	The licence for bus shelter is with County Council	Administration/Legal
	Ensure that shelters are properly maintained.	Environmental
Provide for regular cleaning and inspection.	Monthly cleaning of bus shelter is carried out by local contractor. Carry out periodic physical inspection and take action where appropriate to ensure that set standards are maintained. Graffiti removed by professional cleaning company as and when required.	Environmental
Arrange regular site inspection.	Arrange regular monitoring of sites. Liaise with local enforcement agencies. Instigate appropriate action against offenders.	Environmental

Regular inspection and maintenance.	<p>Ensure that proper financial controls are in place to provide for prompt billing and collection of all income due.</p> <p>Follow defined procedure for outstanding debt. Currently not applicable to Northchurch Parish Council</p> <p>Monthly cleaning.</p>	Financial Physical
	Northchurch Parish Council does not have Bye Laws at the present moment.	Physical
	<p>All Council members are aware of their statutory responsibilities.</p> <p>Every Councillor is issued with information for new Councillors together with a copy of the Council's Standing Orders and Financial Regulations upon signing their Declaration of Acceptance of Office.</p> <p>Northchurch Parish Council have updated the Code of Conduct which has been circulated to all council members to read and accept as being read.</p> <p>Chairman asks for interests to be declared at each meeting.</p> <p>Councillors declaring an interest at a meeting are required to complete a 'Members Declaration of Interest' form, which is kept by the Clerk.</p>	Administration/Legal
	Councillors are encouraged to attend refresher training.	
	<p>Access restricted through use of controlled passwords. Passwords are changed periodically.</p> <p>Maintain physical security of computer and site.</p> <p>Access to Council offices only available to three council members who have a key each. The office has several cabinets that are locked and council members have combination code. All computers are password protected.</p> <p>An update and backup to computers is carried out. The finance software is backed up on icloud, the Clerk has Dropbox. All council computers are password protected, the password is kept in a sealed envelope in council office.</p>	Physical Physical
	<p>Council computer systems are backed up daily, and backup devices rotated regularly.</p> <p>Council ensures equipment is properly maintained.</p> <p>Access is restricted to authorised users.</p> <p>Only approved software is used.</p> <p>Council operate up to date anti-virus software.</p> <p>Council has a backup laptops it could independently use in the event of a total crash.</p>	Technical

To meet all statutory requirements.	<p>All meetings comply with LGA 1972.</p> <p>The Clerk is CiLCA qualified, and Level 5 Foundation degree in Community Governance</p> <p>F&GP Committee carries out vigorous checks its own internal controls as well as Internal Auditor checks.</p> <p>All members are notified of meeting by way of summons and agenda in accordance with LGA 1972.</p> <p>All public notices are posted as prescribed in LGA 1972.</p> <p>Clerk ensures meetings are quorate and attendance records are maintained.</p> <p>Minutes are taken of all Council and Committee meetings and signed at the next meeting by the Chairman.</p> <p>All minutes are produced in accordance with legislation and kept in files in the Council office.</p>	Administration/Legal
To meet all statutory requirements.	<p>Ensure public access is available to all meetings of the Council, except for meetings of the Staff and Salaries committees.</p> <p>Members of the press and public may also be asked to leave a meeting during the discussion of quotations or tenders submitted by local contractors.</p> <p>Disability access should be provided.</p> <p>Specific area should be set aside for press & public.</p> <p>Table set aside for press and public.</p> <p>Time should be allocated for public questions and comments.</p>	Administration/Legal
To minimize risk arising from public meetings.	<p>All necessary safety steps are taken for security of staff, members, premises and equipment.</p> <p>Maintain liaison with local enforcement agencies.</p> <p>Council officers are aware of responsibility for security/control and implementation in order to protect themselves and others.</p>	Physical
To ensure that any conditions that might lead to personal injury are minimised and properly controlled.	<p>Appropriate regulations/controls are in place to minimise the risk of injury to officers, members and public.</p> <p>All precautions are taken to ensure Council members and public are safe.</p> <p>Where necessary, appropriate notices are in place.</p> <p>Council has appropriate insurance cover which is reviewed on an annual basis as a minimum.</p>	Physical
None	<p>Detailed asset register is maintained and reviewed annually.</p> <p>Adequate public liability insurance is in place.</p>	Financial
	<p>Effective security of all assets maintained. Assets/land once sold or written off are removed from the asset register.</p> <p>Asset Register maintained and reviewed annually as a minimum.</p> <p>Ensure that adequate and appropriate insurance cover is held.</p>	Physical

None	<p>Register of Assets maintained and updated annually and as and when required.</p> <p>Council has adequate insurance against damage and theft.</p> <p>Proper security/storage is in place.</p> <p>Users are aware of their responsibility when regalia is in their care.</p> <p>Deeds are held with Harrowell & Atkins Solicitors</p>	Physical
	<p>Clerk is responsible for maintenance of effective control of documentation.</p> <p>Deeds are held with the local solicitors and leases stored in fire proof cabinets in Council office, and then within security locked cupboard.</p> <p>Security waste is disposed of securely. All documents kept on computer are backed up daily, with backup media/hard drives being rotated regularly.</p> <p>Restricted access to Council Offices unless with a Council Officer.</p> <p>Copies of all incoming and outgoing correspondence are held electronically.</p> <p>Financial information held electronically as well as hard copy for internal auditor.</p>	Professional
	<p>That the Council is registered as a Data Controller with the Information Commissioners Office.</p> <p>That the Council has a Data Protection Policy.</p> <p>All Council Officers undertake training when they commence employment and and periodically afterwards.</p> <p>All Councillors are aware of their obligation under Data Protection and undergo ad hoc training. Please refer to GDPR for full information</p>	Administration/Legal
	<p>Contracts of employment issued to the Clerk.</p> <p>Annual review of Staff has not taken place, however, this is something the council will resolve.</p> <p>Clerk has responsibility for maintaining up to date knowledge of new legislation and brining this to the attention to all relevant parties.</p> <p>Training arranged as and when required including Clerks CPD, and ad hoc training with HAPTC.</p>	Administration/Legal
	<p>Monthly payroll schedule is maintained.</p> <p>All payments are made online via BACS. The Council have just changed to Unity Trust Bank which is in online, the authorisation of payment is carried out by two Finance and General Purpose Committee members.</p>	Financial
	<p>Recruitment policy reviewed when the need arises to recruit staff.</p>	Professional
	<p>Staff Appraisals will take place on an annual basis. F&GP Committee will carry out the appraisal with the Clerk, every September in order to monitor the budget.</p> <p>In the event of loss of key staff, the council is aware that a locum clerk can cover the position.</p>	Professional Professional

	<p>Training provided as and when identified/requested, including CPD. Training requirements reviewed as part of the annual appraisal system.</p> <p>Advantage taken of any localised training through local associations, SLCC, and HAPTC.</p> <p>Staff encouraged to network with other Clerks in the area.</p> <p>Appropriate training records maintained.</p>	Professional
	<p>The clerk has a job description.</p> <p>Staff appraisals carried out annually with Finance and General Purpose Committee and the Clerk.</p> <p>Appropriate staff records maintained.</p> <p>The Clerk has completed Level of 4 of Community Governance and is now doing Level 5 of Community Governance supported by the Council.</p> <p>The Clerk's office is reasonably secure. The Clerk allows members that she is familiar with.</p> <p>Appropriate insurance cover held.</p> <p>The building is shared by others who are familiar with Clerk working alone</p> <p>The clerk has telephone access at all times during work.</p> <p>Advise staff to take all relevant safe guides and precautions.</p> <p>Appropriate insurance is maintained.</p>	Professional
None	<p>Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay.</p> <p>Returns to Inland Revenue; prepared by the Clerk/RFO authorised by twocouncil members via online banking.</p> <p>Arrange prompt payment of all sums due.</p>	Administration/Legal
None	<p>VAT properly administered, with returns being made on a quarterly basis.</p> <p>Refer to guidance from HMRC where necessary.</p> <p>All input tax and output tax is properly recorded.</p> <p>Complete and submit VAT claims promptly and on time.</p> <p>All claims reconciled to cashbook by using finance software Rialatas.</p>	Administration/Legal
	<p>The Clerk maintains the asset register.</p> <p>All acquisitions/disposals are accurately and promptly recorded.</p> <p>Periodical inventory checks carried out.</p> <p>Asset register reviewed annually as a minimum.</p>	Administration/Legal
	<p>Record in minutes powers under which expenditure is being approved.</p> <p>That the Clerk checks to ensure all expenditure is within legal authority.</p>	Administration/Legal
	<p>That the Council has attained General Power of Competence. The General Power of Competence is recorded every May.</p>	

	<p>Clerk is appointed as a Responsible Financial Officer and Proper Officer.</p> <p>Standing Orders and Financial Regulations are in place and reviewed as a minimum annually and adopted.</p> <p>Finance and General Purpose Committee will carry out random audit check, to randomly inspect the Council's procedures and the work of the Clerk.</p> <p>Independent internal auditor appointed and minuted annually</p> <p>Annual Return completed for submission to the External Auditor.</p> <p>All reports relating to expenditure and receipts together with the bank reconciliation and outstanding debts are approved by the Council on a monthly basis.</p> <p>Year To Date budget sheets are also presented and approved by Council on a monthly basis which tallies with the bank reconciliation.</p>	Financial
None	<p>Responsibility for the management of the financial affairs of the Council has been established and is contained within Financial Regulations.</p> <p>Standing Orders and Financial Regulations reviewed as a minimum on an annual basis.</p> <p>Clerk maintains an effective budgetary control/financial reporting system.</p> <p>Council maintains an effective internal control system and internal audit.</p> <p>Precept setting has been determined by Council and contained within Financial Regulations, detailing responsibilities and timeframe. These are reviewed annually.</p> <p>Precept is set as a result of comprehensive budgeting detailing requirements for forthcoming year.</p> <p>All charges made by the Council are reviewed.</p> <p>Adequacy of all balances and reserves are reviewed as a minimum annually.</p> <p>Effective budget monitoring is in place throughout the year, with year to date budget sheets presented to Council on a monthly or quarterly basis.</p> <p>The Clerk together with Finance and General Committee has the responsibility for cash at all sources.</p> <p>Receipts are issued for all income.</p> <p>Secure arrangements are in place for all monies held prior to banking.</p> <p>Proper arrangements are in place for prompt recording and banking of all cash received.</p> <p>Bank reconciliation carried out by Clerk on a monthly basis, with Finance and General Purpose Committee receiving a monthly reconciliation.</p> <p>Finance and General Purpose Committee presented with financial reports on a monthly basis and Full Council every quarter.</p> <p>Council holds adequate fidelity guarantee insurance. The Council encourages creditors to pay online, this eliminates banking of cash/cheques.</p>	Financial

	<p>Council has attained General Power of Competence.</p> <p>Clerk ensures that all grant applications are complete and fully supported prior to submission to committee/Council.</p> <p>All approvals for expenditure are properly recorded in Council minutes.</p> <p>The Clerk ensures that no alternative statutory authority is available.</p>	Financial
None	<p>Appropriate insurance cover/policy is in force, this covers fidelity guarantee.</p> <p>Any ad-hoc expenses are approved prior to making payments, and the implication on cash flow is outlined to council members</p> <p>All payments supported by an invoice.</p> <p>All details are checked and payment entered into a Rialatas software.</p> <p>All payments are approved by Council.</p> <p>All expenditure is subject to sound budgetary control.</p> <p>Council has appointed Finance and General Purpose Committee as random audit checkers to ensure systems are being followed by Council and staff. The Clerk prepares variance explanation for items over 15%.</p>	Financial
Have you done an information/data audit and identified what data is held and processed by your Council?	<p>The Council is the data controller and the Clerk/RFO is the Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the Council. The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Council will share that information. This will include information held electronically or as a hard copy.</p> <p>Information held could change from year to year with different activities, so the information audit should be reviewed at least annually or when a change in activity is noticed. All reviews should be minuted.</p>	Administration/Legal
Have you done a data audit and identified how long the data is held?	<p>The Council is the data controller and the Clerk/RFO is the Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the Council. The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Council will share that information. This will include information held electronically or as a hard copy. Information held could change from year to year with different activities, and so the information audit should be reviewed at least annually or when the conducted ahead of the review of this policy and the reviews should be minuted.</p>	Administration/Legal

<p>Have you done a data audit and identified who holds the data and who can access it?</p>	<p>The Council is the data controller and the Clerk/RFO is the Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the Council. The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Council will share that information. This will include information held electronically or as a hard copy.</p> <p>Information held could change from year to year with different activities, so the information audit should be reviewed at least annually or when a change in activity is noticed. All reviews should be minuted.</p>	<p>Administration/Legal</p>
<p>Have you done a data audit and identified what security and controls are in place to secure the data?</p>	<p>The Council is the data controller and the Clerk/RFO is the Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the Council. The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Council will share that information. This will include information held electronically or as a hard copy.</p> <p>Information held could change from year to year with different activities, so the information audit should be reviewed at least annually or when a change in activity is noticed. All reviews should be minuted.</p>	<p>Administration/Legal</p>
<p>Have you drafted/displayed a privacy notice?</p>	<p>Being transparent and providing accessible information to individuals about how the Council uses personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR). The most common way to provide this information is in a privacy notice. This is a notice to inform individuals about what a Council does with their personal information. A privacy notice will contain the name and contact details of the data controller and Data Protection Officer, the purpose for which the information is to be used and the length of time for its use. It should be written clearly and should advise the individual that they can, at any time, withdraw their agreement for the use of this information. Issuing of a privacy notice must be detailed on the Information Audit kept by the Council. The Council will adopt a privacy notice to use, although some changes could be needed depending on the situation, for example where children are involved. All privacy notices must be verifiable.</p>	<p>Administration/Legal</p>

Is the privacy notice available on line?	Being transparent and providing accessible information to individuals about how the Council uses personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR). The most common way to provide this information is in a privacy notice. This is a notice to inform individuals about what a Council does with their personal information. A privacy notice will contain the name and contact details of the data controller and Data Protection Officer, the purpose for which the information is to be used and the length of time for its use. It should be written clearly and should advise the individual that they can, at any time, withdraw their agreement for the use of this information. Issuing of a privacy notice must be detailed on the Information Audit kept by the Council. The Council will adopt a privacy notice to use, although some changes could be needed depending on the situation, for example where children are involved. All privacy notices must be verifiable.	Administration/Legal
When will the privacy notice be reviewed?	Being transparent and providing accessible information to individuals about how the Council uses personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR). The most common way to provide this information is in a privacy notice. This is a notice to inform individuals about what a Council does with their personal information. A privacy notice will contain the name and contact details of the data controller and Data Protection Officer, the purpose for which the information is to be used and the length of time for its use. It should be written clearly and should advise the individual that they can, at any time, withdraw their agreement for the use of this information. Issuing of a privacy notice must be detailed on the Information Audit kept by the Council. The Council will adopt a privacy notice to use, although some changes could be needed depending on the situation, for example where children are involved. All privacy notices must be verifiable.	Administration/Legal
Do you need to get consent from various people/parties whose you are holding and processing their personal data?	You may need to gather a range of different consents to cover the range of data processing communications that the Council carries out. This should be achieved by the aid of a consent form/s. These forms should be kept to ensure you have evidence that consent has been obtained.	Administration/Legal
Have you got a consent form and process in place?	You may need to gather a range of different consents to cover the range of data processing communications that the Council carries out. This should be achieved by the aid of a consent form/s. These forms should be kept to ensure you have evidence that consent has been obtained.	Administration/Legal
Are your data procedures and processes up to date for GDPR compliance?	Information held and legal requirements could change so the DPO/Council should have up to date data procedures and processes in place. These should be reviewed and updated regularly which will ensure full GDPR compliance.	Administration/Legal

Is the data available for viewing by the owner for GDPR compliance?	GDPR gives individuals rights with some enhancements to those rights already in place, the right to be informed of the right of access, the right to rectification, the right to erasure, the right to restrict processing, right to data portability, the right to object, the right not to be subject to automated decision-making including profiling. The two enhancements of GDPR are that individuals now have a right to have their personal data erased (sometimes known as the 'right to be forgotten') where their personal data is no longer necessary in relation to the purpose for which it was originally collected and data portability must be done free of charge. Data portability refers to the ability to move, copy or transfer data easily between different computers.	Administration/Legal
Can you access the data to correct any errors for GDPR compliance?	GDPR gives individuals rights with some enhancements to those rights already in place, the right to be informed of the right of access, the right to rectification, the right to erasure, the right to restrict processing, right to data portability, the right to object, the right not to be subject to automated decision-making including profiling. The two enhancements of GDPR are that individuals now have a right to have their personal data erased (sometimes known as the 'right to be forgotten') where their personal data is no longer necessary in relation to the purpose for which it was originally collected and data portability must be done free of charge. Data portability refers to the ability to move, copy or transfer data easily between different computers.	Administration/Legal
Can the data be deleted for GDPR compliance?	If a request is received to delete information, then the DPO must respond to this request within a month. The DPO has the delegated authority from the Council to delete information. If a request is considered to be manifestly unfounded then the request could be refused or a charge may apply. If a charge is applied this should be detailed in the Council's web site. The Council should be informed of such requests.	Administration/Legal
Do you have procedures in place to fix any data breach for GDPR compliance? If not, when will these be put into place for GDPR compliance?	One of the duties assigned to the DPO is the investigation of any breaches. Personal data breaches should be reported to the DPO for investigation. The DPO will conduct this with the support of the Council. Investigations must be undertaken within one month of the report of a breach. Procedures are in place to detect, report and investigate a personal data breach. The ICO will be advised of a breach (within 3 days) where it is likely to result in a risk to the rights and freedoms of individuals - if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality, or any other significant economic or social disadvantage. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the DPO will also have to notify those concerned directly.	Administration/Legal
Do you have procedures in place to deal with the special protection for personal data for children?	There is special protection for the personal data of a child. The age when a child can give their own consent is 13. If the Council requires consent from young people under 13, the Council must obtain a parent or guardian's consent in order to process the personal data lawfully. Consent forms for children aged 13 plus must be written in language that they will understand.	Administration/Legal

<p>The Council must appoint a Data Protection Officer (DPO).</p>	<p>The Council is the data controller and the Clerk/RFO is the Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the Council. The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Council will share that information. This will include information held electronically or as a hard copy.</p> <p>Information held could change from year to year with different activities, so the information audit should be reviewed at least annually or when a change in activity is noticed. All reviews should be minuted.</p>	<p>Administration/Legal</p>
<p>The Council must be registered with the ICO, unless exempt. A copy of this policy will be available on the Council's web site. The policy will be considered as a core policy for the Council.</p>	<p>The Data Protection Act 1998 requires every data controller, eg organisation, who is processing personal information to register with the ICO, unless they are exempt.</p> <p>Being transparent and providing accessible information to individuals about how the Council uses personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR). The most common way to provide this information is in a privacy notice. This is a notice to inform individuals about what a Council does with their personal information. A privacy notice will contain the name and contact details of the data controller and Data Protection Officer, the purpose for which the information is to be used and the length of time for its use. It should be written clearly and should advise the individual that they can, at any time, withdraw their agreement for the use of this information. Issuing of a privacy notice must be detailed on the Information Audit kept by the Council. The Council will adopt a privacy notice to use, although some changes could be needed depending on the situation, for example where children are involved. All privacy notices must be verifiable.</p>	<p>Administration/Legal Administration/Legal</p>
<p>The Clerk's Contract and Job Description (if appointed as DPO) will be amended to include additional responsibilities relating to data protection.</p>	<p>The Council is the data controller and the Clerk/RFO is the Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the Council. The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Council will share that information. This will include information held electronically or as a hard copy. Information held could change from year to year with different activities, and so the information audit should be reviewed at least annually or when the conducted ahead of the review of this policy and the reviews should be minuted.</p>	<p>Administration/Legal</p>
<p>Data Protection will be included on the Council's Risk Management Policy.</p>	<p>To ensure that the Council's risk management policy reflects the requirements of the data protection (GDPR) legislation.</p>	<p>Administration/Legal</p>

<p>The Council will manage the process.</p>	<p>The Council is the data controller and the Clerk/RFO is the Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the Council. The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Council will share that information. This will include information held electronically or as a hard copy. Information held could change from year to year with different activities, and so the information audit should be reviewed at least annually or when the conducted ahead of the review of this policy and the reviews should be minuted.</p>	<p>Administration/Legal</p>
<p>That the Council must have a GDPR document.</p>	<p>The Council/DPO is required to produce a GDPR policy document. This should be reviewed at least annually or when further advice is issued by the ICO.</p>	<p>Administration/Legal</p>
<p>Have all employees, volunteers, councillors and contractors been informed and understand that they are required to comply with GDPR regulation's.</p>	<p>GDPR requires that everyone within the Council must understand the implications of GDPR and that roles and duties must be assigned. All employees, volunteers, councillors and contractors are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council.</p>	<p>Administration/Legal</p>
	<p>The Clerk updates the receipts and payments on a daily basis which shows the Councils cash flow. The Clerk maintains the investment register. Maintain effective internal audit.</p>	<p>Administration/Legal</p>
	<p>Determine policy/responsibility for investment. All investment / transfer / withdrawal of funds are subject to Council approval. All transactions are subject to counter signatures of clerk/authorised Council members.</p>	<p>Financial</p>
	<p>Arrange regular reporting to the Council or relevant committee. The Clerk with Finance and General Purpose Committee has a responsibility for investment of Council funds. Record details/approval of all investments in Council minutes. Ensure regular report to Council.</p>	<p>Financial</p>
	<p>The council has an investment policy Carry out regular review to ensure maximum return is achieved. Maintain effective internal audit.</p>	<p>Financial</p>
	<p>All deeds and relevant documentation held in fireproof cabinet/safe or otherwise deposited with appropriate third party for safe keeping or with solicitors Maintain a copy of each deed for administrative purposes. Where possible paper and electronic copies are also held.</p>	<p>Administration/Legal</p>
	<p>The Clerk is responsible for the maintenance of an asset register. All purchases/ disposals are accurately and promptly recorded. All assets of the Council are listed on an Assets Register which is updated on an annual basis and cross referenced with the insurance schedule. All items valued at over £100 which are deemed to be an "asset" are recorded</p>	<p>Administration/Legal</p>

<p>Contract with Sunnyside Rural Trust for the maintenance and that a planned programme is in place.</p> <p>All contracts are properly signed and sealed.</p> <p>Maintain adequate records of inspection to ensure that maintenance has been properly carried out and recorded.</p> <p>Work is inspected on a random and regular basis to ensure the contracts are being adequately fulfilled, with action taken to remedy any issues when and where identified.</p> <p>Land is inspected on a regular basis.</p> <p>Security is reviewed regularly and local police are consulted as and when required.</p> <p>The Council will instigate legal action against perpetrators where appropriate.</p>	<p>Environmental</p> <p>Environmental</p>
<p>Fly tipping is reported to borough council for action.</p> <p>Enforce conditions of tenancy agreement.</p> <p>All Council owned land is inspected on a regular basis.</p> <p>Members of the public are encouraged to report any issues they identify.</p> <p>The Council will address any issues as they arise.</p> <p>The Council will liaise with the police and/or other authorities where necessary.</p> <p>The recreation ground is locked at night.</p> <p>Adequate number of Planning and Environment committee meetings are arranged.</p> <p>Where necessary liaise with the Planning Authority for possible extension.</p>	<p>Environmental</p> <p>Environmental</p>
<p>Ensure that all anticipated income/costs are provided for in Budgetary process.</p>	<p>Financial</p>
<p>All rents and charges are subject to review as part of the budgetary process.</p> <p>Contractual conditions for review of land rents etc. are strictly adhered to.</p>	<p>Financial</p>
<p>Maintain records of all rents, tax due from land holdings.</p> <p>Ensure that conditions of contracts are adhered to.</p> <p>Clerk is responsible for collection of income</p> <p>All income due to the Council and received is properly recorded.</p> <p>Issue receipts for all income received.</p> <p>Follow defined procedure for reminders in respect of unpaid accounts</p> <p>Take appropriate recovery action where necessary.</p> <p>Write off irrecoverable sums to be subject to Council approval.</p> <p>Arrange appropriate internal/external audit testing.</p>	<p>Financial</p>

Ensure that all staff have appropriate training and adhere to approved Physical working practices.

Ensure that the correct, properly maintained tools/equipment are available as appropriate.

Ensure that all appropriate disclaimer notices, warning signs etc. are in place.

Ensure that any risks to the public are minimised and eliminated wherever possible.

Maintain records of training.

Maintain records of any injuries.

Define responsibility in job descriptions etc.

Ensure that the Council holds adequate insurance cover.

Responsibility for maintenance and planned programme is in place. Physical

Ensure that any service contracts are properly signed and sealed.

Maintain adequate records of inspection to ensure that maintenance has been properly carried out and recorded.

All works undertaken by contractors are randomly and regularly inspected to ensure that maintenance has been properly carried out, with action taken to remedy any non-compliant issues identified.

Ensure effective security arrangements in place, security is in place by Sunnyside Rural Trust Physical

Maintain asset register.

All maintenance that is planned takes place. Physical

Arrange regular inspection of seats etc and maintain adequate records of inspection. Arrange for prompt repairs to damage.

Ensure that any service contracts are place.

All public furniture owned by the Council are listed on the Assets Register.

Physical

Appropriate signage is in place.

Council liaises with local police as and when required.

The Council will instigate appropriate action against offenders.

NPC does not recruit a village warden.

Administration/Legal

Define Council policy and plan for location of bins.

Environmental

Carry out periodical review with borough council.

Review security and monitor all areas on a regular basis.

Environmental

Maintain liaison with local enforcement agencies. Anti-social behaviour is reported to PCSO for the area. Instigate legal action against perpetrators where appropriate.

Any fly posting is reported to borough council

Environmental

Maintain liaison with enforcement agencies.

Take action as appropriate against offenders.

<p>Ensure that Council has determined policy for insurance cover and that appropriate cover is in place. Arrange periodical review.</p>	Financial
<p>Ensure that service requirements are included in budgetary process.</p>	Financial
<p>The bins are cleared by the contractors on regular basis. Implement effective programme. Ensure appropriate plans in place for emergency/overflow situation.</p>	Physical
<p>Ensure that signed contracts/agreements/permits are in place where necessary. An agreement between NPC and Football Club is kept</p>	Administration/Legal
<p>Carry out regular site inspections. Fly tipping can be reported to DBC website. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/bye-laws as appropriate.</p>	Environmental
<p>Carry out regular site inspections. Record all complaints received and ensure that they are investigated and prompt action taken where appropriate. Liaise with local enforcement agencies.</p>	Environmental
<p>Take reasonable action to maintain security of sites. Arrange for regular site visits. Maintain liaison with local enforcement agencies. Define policy for dealing with offenders.</p>	Environmental
<p>Ensure that all charges are reviewed as an integral part of the budgetary process. Due to Covid all increase have been put on hold. Clerk is responsible for collecting income.</p>	Financial
<p>Ensure that all income due to the Council and received is properly recorded. Issue receipts for all income received. Arrange prompt banking of all income if received by cheques, NPC encourages online receipt of payment. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Maintain appropriate internal control and internal audit testing.</p>	Financial
<p>Ensure that service income/expenditure is detailed in budgetary process.</p>	Financial
<p>Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users. Arrange regular site inspection to ensure that defined standards are being maintained. Ensure that, where necessary, appropriate signage is in place and detailed records maintained. Ensure that appropriate insurance cover is in place.</p>	Physical

Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users. Physical

Arrange regular site inspection to ensure that defined standards are being maintained.

Ensure that, where necessary, appropriate signage is in place.

Maintain detailed records.

Ensure appropriate insurance cover is in place.

Open space work is carried out by external contractors that use their own equipment. Physical

The Clerk is currently training for Level 5 Community Governance. Physical

All open space work is carried out by Sunnyside Rural Trust, they have their insurance. Physical

To maintain a high standard of Health & Safety. Define standards required. Physical

All open space work is carried out by external contractors.

Ensure that all relevant regulations are adhered to and understood by all relevant parties.

Ensure the reduction in antisocial behaviour is considered. Planning applications are considered at planning meetings which takes place every three weeks in order to report back to Dacorum Borough Council. Environmental

During Summer and Christmas recess adequate delegated arrangements are made to ensure timely consideration and responses are provided.

Responses to planning applications are e-mailed to the Planning Authority the day after the Planning meeting.

Where necessary liaison with the Planning Authority for an extension is made.

Complete complaint etc. register as required. To ensure that proper records of all complaints/injuries are maintained. Administration/Legal

To minimise the spread of Covid by ensuring play equipment is used with the government guidance. Follow government guidance on regular update, show guidance on the maximum number of persons to enter the play area at any given time. Guidance on only persons in the same unit may occupy piece of play equipment at any point. Encourage hand sanitisation those who use the play area. 5 Environmental

Review insurance cover. To include all relevant risks on the Council's insurance policy. Financial

Ensure that service requirements are detailed in annual budget process. Financial

Ensure that all controls are in place.	<p>Define responsibility for regular inspection of play areas.</p> <p>Define responsibility for and ensure regular inspection of play equipment & play surfaces.</p> <p>Arrange periodical inspection and report by suitably qualified RoSPA inspector.</p> <p>All high and medium risks identified in the RoSPA report are actioned and removed. Low risk items are also removed unless the level of expenditure involved is considered too high for the level of the risk identified.</p> <p>Inspection timetable is adhered to for all levels of inspection.</p> <p>Records kept of all inspections/maintenance.</p>	Physical
	Ensure requirements included in annual budget process.	Financial
	<p>Periodical inspection of office conducted by Clerk.</p> <p>Report any adverse conditions to Council/committee/landlord as appropriate</p> <p>Arrange repair/maintenance etc. in accordance with tenancy agreement.</p>	Physical
	<p>Arrange periodical inspection of office furniture and fittings.</p> <p>Where appropriate submit report to Council/committee for approval to repair/replace.</p>	Physical
	<p>Staff receive health and safety training.</p> <p>Strict security/control of combustible materials held by Council.</p> <p>Fire extinguishers are tested/checked on a regular basis.</p> <p>It has been identified the office windows are stuck and unable to open.</p> <p>Separate Risk Assessment for office work and visitors to the office completed.</p>	Physical
To seek professional advice.	Only toilet, handwashing facilities provided by the landlord. Greater risk from Covid 19 by sharing the toilet facilities.	Physical
	<p>Ensure maintenance agreement/contract in place where appropriate.</p> <p>Allocate responsibility for local repair/maintenance.</p> <p>Restrict access to qualified personnel only.</p> <p>Arrange regular inspection to ensure that any statutory obligations are met.</p> <p>Maintain appropriate records.</p>	Technical
	Ensure service requirement is included in annual budgetary process.	Financial
	<p>Ensure a backup copy of data is maintained.</p> <p>Liaise with provider to ensure early reinstatement of service.</p>	Technical

	<p>Ensure that the position of the Council is fully protected through the completion of hire documentation that defines responsibility for injury, damage etc.</p> <p>Ensure that hire records are fully maintained.</p> <p>Periodically review conditions of hire to ensure compliance with legislation etc.</p> <p>The Council does not have any equipment on hire at the present moment.</p>	Administration/Legal
<p>Ensure adequate controls in place.</p>	<p>Take reasonable action to maintain security of site.</p> <p>Arrange for regular site visits.</p> <p>Consider use of professional security service where necessary.</p> <p>Maintain liaison with law enforcement agencies.</p> <p>Define policy for dealing with offenders.</p>	Environmental
<p>Ensure appropriate and adequate signage in place.</p>	<p>Ensure that a notice is displayed at the site providing minimum advice:-</p> <p>Location of nearest telephone and first aid facilities.</p> <p>Any restrictions of use i.e. equipment and age.</p> <p>Persons use facility only at their own risk.</p> <p>Users must wear appropriate protective clothing.</p> <p>No glass, dogs or alcohol allowed on site.</p> <p>The maximum number of users at any one time.</p>	Environmental
<p>Ensure that the council holds adequate Public Liability insurance.</p>	<p>Ensure that Council's insurer is aware of facility provision.</p> <p>Ensure adequate cover is provided in policy.</p> <p>Carry out annual review.</p>	Financial
<p>Monitor site and facility regularly.</p>	<p>Determine responsibility for inspection of site.</p> <p>Provide for any necessary staff training.</p> <p>Provide for appropriate protective clothing.</p> <p>Carry out regular inspections on a predetermined basis to clear site of litter & fly tipping.</p> <p>Inspect site for, and deal with, any dangerous/foul matter i.e. glass, needles etc.</p> <p>Maintain detailed records of inspections which must be dated and signed.</p>	Physical
<p>Monitor maintenance of site and equipment.</p>	<p>Determine responsibility for inspection of equipment.</p> <p>Consider biannual inspection by ROSPA. (as a condition of insurance).</p> <p>Carry out regular inspection of equipment, surfaces and signage.</p> <p>Place any damaged equipment out of use until repair or replacement carried out.</p> <p>Maintain records of all inspections, reported damage and repairs/work ordered and completed.</p> <p>Maintain an Accident Book specifically for the purpose of reported accidents.</p>	Physical
	<p>Ensure that all service level agreements are fully completed and operational.</p> <p>Monitor performance to ensure conditions met.</p> <p>Review conditions periodically.</p>	Administration/Legal
	<p>Ensure that all contracts are signed and sealed.</p> <p>Monitor performance to ensure that contract conditions/obligations are met.</p> <p>Where appropriate examine contractor insurance documentation.</p> <p>Review conditions periodically.</p>	Administration/Legal

Reduce fear of crime, improve road safety, reduce assault, public nuisance.	Monitor Service Level Agreement with major authority on a regular basis. Report any faulty lights as soon as possible. Monitor service performance and enforce agreement conditions.	Environmental
	Maintain liaison with enforcement agencies. Take action as appropriate against offenders.	Environmental
	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Environmental
	Ensure that service/facility requirements are detailed in budget process.	Financial
	Ensure contractual arrangements in place for renewal/repair. Carry out regular inspections of all equipment. Maintain detailed records of all work scheduled/completed. Arrange for regular inspection of equipment. Ensure contractual arrangements in place for renewal/repair.	Physical
	Determine responsibility for administration. Ensure that appropriate applications are submitted to Highway Authority. Ensure service requirement included in annual budget or Locality Budget	Administration/Legal
	Carry out regular inspection of signs. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders. Any maintenance is with Herts County Council Arrange periodic inspection. Arrange for repairs/maintenance as required.	Physical
	Ensure that Clerk to the Council is listed as registrant of website when web address is purchased and registered. Ensure that hosting charges and domain renewal charges are met by Council. Ensure that Council has full details of web address, account name, username and password to manage the web address.	Administration/Legal
To have proper control of web-site	Ensure that all content is specifically approved by Council. Lead Councillor has been appointed to oversee the Council's communication policy. Councillors are regularly asked for feedback on Council website.	Administration/Legal
To minimize risk	The councils insurance is up to date with Came & Co. Ensure that the Council controls ownership of the necessary software including website editor, FTP (File Transfer Tool), anti virus software, image management software and a word processor.	Administration/Legal

<p>The Council must ensure that only properly licensed software is used and must maintain records of all software used to build and manage the site.</p> <p>This is particularly important where the site is built or managed on behalf of the Council.</p>	Administration/Legal
<p>Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status.</p> <p>Provide training where necessary to minimise risk. Under WCAG 2.1 Chairman/Vice Chairman and the Clerk are responsible for updating the website.</p>	Administration/Legal
<p>Ensure that a back-up copy of web content is held by the clerk and is updated on a monthly or other agreed time scale. Content for website is onDropbox.</p> <p>Where website is subject to outside management carry out monthly review and ensure that the Service Level Agreement is in place and adhered to.</p>	Administration/Legal
<p>TEEC website provider take a back up three times a day.</p> <p>Ensure that legal requirements are met in full.</p> <p>Ensure that ALL information, as declared in the Council Model publication, is available via the Clerk to the Council and alternatively via the website.</p>	Administration/Legal
<p>Where posting information to website, or storing personal information, ensure that permission is in place and the eight principles of data protection have been followed. The data must be; fairly and lawfully processed; processed for limited purposes; adequate, relevant and not excessive; accurate; not kept longer than necessary; processed in accordance with the data subject's rights; secure; and not transferred to countries without adequate protection.</p>	Administration/Legal
<p>Recognise risks associated with poor site maintenance and development - lack of users - lack of feed back - user dissatisfaction - waste of resources.</p> <p>Ensure that proper recognition is given to site manager.</p> <p>Arrange for regular review of site content and development.</p> <p>Lead Councillor has been appointed to oversee the Council's communication policy. Councillors are regularly asked for feedback on the Council website. NPC works with TEEC in order to keep the website updated.</p> <p>Ensure that a website statistics package is available on site.</p> <p>Ensure that website statistics are available to Council and are regularly reported to the appropriate Council/committee meeting.</p> <p>Ensure that examination of detail is an integral part of the process.</p>	Administration/Legal
<p>If website contains links to other sites ensure permission of destination website is prerequisite.</p>	Administration/Legal
<p>Ensure that adequate control is in place and that website makes clear Council privacy policy that it is not responsible for the privacy practices or the content of external websites.</p>	Administration/Legal

Ensure that all involved are aware of the risks involved when publishing information regarding individuals or groups of individuals. Administration/Legal
Formulate and implement a policy that follows best practice guidelines to protect those involved.
Only designated personnel are able to upload information on website.

Determine Council policy for accepting paid advertising. Ensure that all advertisements comply with the Advertising Standards. Administration/Legal

Formulate Terms & Conditions for advertisers, including refund policy should advert be withdrawn from display. Ensure that provision is included to deal with advertising proving unreliable or offensive including capability for rapid removal from website.

Ensure in all circumstances where third party is involved in design and control of website that a written formal agreement is in place that details financial and other responsibilities between the Council and third party(s). Technical

Issue a set of written guidelines controlling site content.

Ensure that a Service Level Agreement with the website provider is in place.

Ensure that design is undertaken by suitably qualified and experienced operators. Technical

Get details of and view previously developed sites.

Set standards for site design and ensure that Council is provided with full details prior to implementation.

Employ only suitably skilled persons to design develop site. Technical

Maintain a record of all views, comments, complaints received.

Carry out a regular review of the website, with third parties where appropriate and initiate agreed changes/improvements where necessary.

Maintain dialogue with site visitors where appropriate. NPC have recruited TEEC to implement WCAG, the website is now live and monitored.

Ensure that the site is registered with leading search engines (Rapid registration is available at a cost). Technical

Update and change the front page of the site (and other pages)

regularly to ensure that the search engine Google regularly visits the site and is updated as required.

Duty	Act	Likelihood	Review
Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights.	Small Holdings & Allotments Act 1908 s 23, 26 and 42, Allotments Act 1950 s 9		As and when
	Small Holdings & Allotments Act 1908 s 23, 26 and 42, Allotments Act 1950 s 9		Annually
	Small Holdings & Allotments Act 1908 s 23, 26 and 42, Allotments Act 1950 s 9		Annually
Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights.	Small Holdings & Allotments Act 1908 s 23, 26 and 42, Allotments Act 1950 s 9		Annually
Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights.	Small Holdings & Allotments Act 1908 s 23, 26 and 42, Allotments Act 1950 s 9		Quarterly
Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights.	Small Holdings & Allotments Act 1908 s 23, 26 and 42, Allotments Act 1950 s 9		As and when
Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights.	Small Holdings & Allotments Act 1908 s 23, 26 and 42, Allotments Act 1950 s 9		As and when

Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights.	Small Holdings & Allotments Act 1908 s 23, 26 and 42, Allotments Act 1950 s 9	As and when
Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights.	Small Holdings & Allotments Act 1908 s 23, 26 and 42, Allotments Act 1950 s 9	As and when
Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights.	Small Holdings & Allotments Act 1908 s 23, 26 and 42, Allotments Act 1950 s 9	As and when
Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights.	Small Holdings & Allotments Act 1908 s 23, 26 and 42, Allotments Act 1950 s 9	As and when
Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights.	Small Holdings & Allotments Act 1908 s 23, 26 and 42, Allotments Act 1950 s 9	Annually
Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights.	Small Holdings & Allotments Act 1908 s 23, 26 and 42, Allotments Act 1950 s 9	Annually
Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights.	Small Holdings & Allotments Act 1908 s 23, 26 and 42, Allotments Act 1950 s 9	Annually

Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights.	Small Holdings & Allotments Act 1908 s 23, 26 and 42, Allotments Act 1950 s 9	As and when
Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights.	Small Holdings & Allotments Act 1908 s 23, 26 and 42, Allotments Act 1950 s 9	As and when
Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights.	Small Holdings & Allotments Act 1908 s 23, 26 and 42, Allotments Act 1950 s 9	Quarterly
Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights.	Small Holdings & Allotments Act 1908 s 23, 26 and 42, Allotments Act 1950 s 9	Annually
Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights.	Small Holdings & Allotments Act 1908 s 23, 26 and 42, Allotments Act 1950 s 9	Annually
Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights.	Small Holdings & Allotments Act 1908 s 23, 26 and 42, Allotments Act 1950 s 9	As and when
Power to provide and maintain shelters	Local Government (Miscellaneous Provisions) Act 1953 s.4	Annually
Power to provide and maintain shelters	Local Government (Miscellaneous Provisions) Act 1953 s.4	Annually
Power to provide and maintain shelters	Local Government (Miscellaneous Provisions) Act 1953 s.4	As and when
Power to provide and maintain shelters	Local Government (Miscellaneous Provisions) Act 1953 s.4	Monthly
Power to provide and maintain shelters	Local Government (Miscellaneous Provisions) Act 1953 s.4	As and when

Power to provide and maintain shelters	Local Government (Miscellaneous Provisions) Act 1953 s.4	As and when
Power to provide and maintain shelters	Local Government (Miscellaneous Provisions) Act 1953 s.4	Quarterly
Power to make bye-laws in regard to pleasure grounds Cycle parks Baths and washhouses Open spaces and burial grounds Mortuaries and post-mortem rooms	Public Health Act 1875, s. 164 Road Traffic Regulation Act 1984, s.57(7) Public Health Act 1936, s.223 Open Spaces Act 1906, s.15 Public Health Act 1936, s.198	Annually
Duty to adopt a code of conduct	p 3 Local Government Act 2000	Annually
Power to facilitate discharge of any function	s 111 Local Government Act 1972	Annually
Power to facilitate discharge of any function	s 111 Local Government Act 1972	As and when
Power to facilitate discharge of any function	s 111 Local Government Act 1972	Monthly

Power to meet Local Government Act
1972

Power to meet Local Government Act As and when
1972

Power to meet Local Government Act As and when
1972

Power to meet Local Government Act As and when
1972

Duty to disclose Freedom of Information Annually
documents and to adopt Act 2000
publication scheme

Duty to disclose Freedom of Information Annually
documents and to adopt Act 2000
publication scheme

Duty to disclose documents and to adopt publication scheme	Freedom of Information Act 2000	Monthly
--	---------------------------------	---------

Duty to disclose documents and to adopt publication scheme	Freedom of Information Act 2000	Daily
--	---------------------------------	-------

Duty of Notification and Duty to Disclose (subject access)	Data Protection Act 1998	Daily
--	--------------------------	-------

Duty to Appoint	s 112 Local Government Act 1972	Annually
-----------------	---------------------------------	----------

Duty to Appoint	s 112 Local Government Act 1972	Monthly
-----------------	---------------------------------	---------

Duty to Appoint	s 112 Local Government Act 1972	As and when
-----------------	---------------------------------	-------------

Duty to Appoint	s 112 Local Government Act 1972	Annually
-----------------	---------------------------------	----------

Duty to Appoint	s 112 Local Government Act 1972	Annually
-----------------	---------------------------------	----------

Duty to Appoint	s 112 Local Government Act 1972	Annually
-----------------	---------------------------------	----------

Duty to Appoint	s 112 Local Government Act 1972	Annually
-----------------	---------------------------------	----------

Duty to Appoint	s 112 Local Government Act 1972	Monthly
-----------------	---------------------------------	---------

Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Monthly
---	----------------	---------

Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Quarterly
---	----------------	-----------

Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Annually
---	----------------	----------

Duty to ensure responsibility for financial affairs	s 151 LGA 1972	Annually
---	----------------	----------

Duty to ensure responsibility for financial affairs s 151 LGA 1972

Monthly

Duty to ensure responsibility for financial affairs s 151 LGA 1972

Annually

Duty to ensure responsibility for financial affairs s 151 LGA 1972

Annually

Duty to ensure responsibility for financial affairs s 151 LGA 1972

Quarterly

Duty to ensure responsibility for financial affairs s 151 LGA 1972 Quarterly

Duty to ensure responsibility for financial affairs s 151 LGA 1972 Annually

Duty to ensure responsibility for financial affairs s 151 LGA 1972 Monthly

Duty to comply with the regulations. Data Protection Act 2018 Annually

Duty to comply with the regulations. Data Protection Act 2018 Annually

Duty to comply with the regulations. Data Protection Act 2018

Annually

Duty to comply with the regulations. Data Protection Act 2018

Annually

Duty to comply with the regulations. Data Protection Act 2018

Annually

Duty to comply with the regulations. Data Protection Act 2018

Annually

Duty to comply with the regulations. Data Protection Act 2018

Annually

Duty to comply with the regulations. Data Protection Act 2018

Annually

Duty to comply with the regulations. Data Protection Act 2018

Annually

Duty to comply with the regulations. Data Protection Act 2018

Annually

Duty to comply with the regulations. Data Protection Act 2018 Annually

Duty to comply with the regulations. Data Protection Act 2018 Annually

Duty to comply with the regulations. Data Protection Act 2018 Annually

Duty to comply with the regulations. Data Protection Act 2018 Annually

Duty to comply with the regulations. Data Protection Act 2018 Annually

Duty to comply with the regulations. Data Protection Act 2018 Annually

Duty to comply with the regulations. Data Protection Act 2018 Annually

Duty to comply with the regulations. Data Protection Act 2018 Annually

Duty to comply with the regulations. Data Protection Act 2018 Annually

Duty to comply with the regulations. Data Protection Act 2018 Annually

Duty to comply with the regulations.	Data Protection Act 2018	Annually
Duty to comply with the regulations.	Data Protection Act 2018	Annually
Duty to comply with the regulations.	Data Protection Act 2018	Annually
Power to participate in schemes of collective investment	Trustee Investments Act 1961, s 11	Annually
Power to participate in schemes of collective investment	Trustee Investments Act 1961, s 11	Monthly
Power to participate in schemes of collective investment	Trustee Investments Act 1961, s 11	Annually
Power to participate in schemes of collective investment	Trustee Investments Act 1961, s 11	Annually
Power to acquire by agreement, to appropriate, to dispose of land	Local Government Act 1972 s 124, 126, and 127, Local Government Act 1972 s 139	Annually
Power to accept gifts of land		
Power to acquire by agreement, to appropriate, to dispose of land	Local Government Act 1972 s 124, 126, and 127, Local Government Act 1972 s 139	Annually
Power to accept gifts of land		

Power to acquire by agreement, to appropriate, to dispose of land	Local Government Act 1972 s 124, 126, and 127, Local Government Act 1972 s 139	Daily
Power to accept gifts of land		
Power to acquire by agreement, to appropriate, to dispose of land	Local Government Act 1972 s 124, 126, and 127, Local Government Act 1972 s 139	Annually
Power to accept gifts of land		
Power to acquire by agreement, to appropriate, to dispose of land	Local Government Act 1972 s 124, 126, and 127, Local Government Act 1972 s 139	Annually
Power to accept gifts of land		
Power to acquire by agreement, to appropriate, to dispose of land	Local Government Act 1972 s 124, 126, and 127, Local Government Act 1972 s 139	Monthly
Power to accept gifts of land		
Power to acquire by agreement, to appropriate, to dispose of land	Local Government Act 1972 s 124, 126, and 127, Local Government Act 1972 s 139	Annually
Power to accept gifts of land		
Power to acquire by agreement, to appropriate, to dispose of land	Local Government Act 1972 s 124, 126, and 127, Local Government Act 1972 s 139	Annually
Power to accept gifts of land		
Power to acquire by agreement, to appropriate, to dispose of land	Local Government Act 1972 s 124, 126, and 127, Local Government Act 1972 s 139	Annually
Power to accept gifts of land		

Power to acquire by agreement, to appropriate, to dispose of land	Local Government Act 1972 s 124, 126, and 127, Local Government Act 1972 s 139	Annually
Power to accept gifts of land		
Power to acquire by agreement, to appropriate, to dispose of land	Local Government Act 1972 s 124, 126, and 127, Local Government Act 1972 s 139	As and when
Power to accept gifts of land		
Power to acquire by agreement, to appropriate, to dispose of land	Local Government Act 1972 s 124, 126, and 127, Local Government Act 1972 s 139	Annually
Power to accept gifts of land		
Power to acquire by agreement, to appropriate, to dispose of land	Local Government Act 1972 s 124, 126, and 127, Local Government Act 1972 s 139	Monthly
Power to accept gifts of land		
Power to acquire by agreement, to appropriate, to dispose of land	Local Government Act 1972 s 124, 126, and 127, Local Government Act 1972 s 139	Annually
Power to accept gifts of land		
Power to provide receptacles. Power to take enforcement action against those that litter.	Litter Act 1983, s 5 and 6 and Cleaner Neighbourhoods and Environment Act 2005	Monthly
Power to provide receptacles. Power to take enforcement action against those that litter.	Litter Act 1983, s 5 and 6 and Cleaner Neighbourhoods and Environment Act 2005	Annually
Power to provide receptacles. Power to take enforcement action against those that litter.	Litter Act 1983, s 5 and 6 and Cleaner Neighbourhoods and Environment Act 2005	Annually
Power to provide receptacles. Power to take enforcement action against those that litter.	Litter Act 1983, s 5 and 6 and Cleaner Neighbourhoods and Environment Act 2005	Annually

Power to provide receptacles. Power to take enforcement action against those that litter.	Litter Act 1983, s 5 and 6 and Cleaner Neighbourhoods and Environment Act 2005	Annually
Power to provide receptacles. Power to take enforcement action against those that litter.	Litter Act 1983, s 5 and 6 and Cleaner Neighbourhoods and Environment Act 2005	Annually
Power to provide receptacles. Power to take enforcement action against those that litter.	Litter Act 1983, s 5 and 6 and Cleaner Neighbourhoods and Environment Act 2005	Monthly
Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10	Annually
Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10	As and when
Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10	As and when
Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10	Monthly
Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10	Annually
Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10	Monthly
Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10	Annually
Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10	Annually

Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10	Annually
Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10	Annually
Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10	Quarterly
Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10	Quarterly
Power to acquire land and maintain	Public Health Act 1875, s 164 and Open Spaces Act 1906 s 9 and 10	As and when
Rights of consultation	Localism Act 2011, s9. Town and Country Planning Act 1990, ss 61E-61Q, s 4B, Planning and Compulsory Purchase Act 2004, s 38A	Monthly
Power to provide	s 19 Local Government(Misc Provisions) Act 1976	Daily
Power to provide	s 19 Local Government(Misc Provisions) Act 1976	As and when
Power to provide	s 19 Local Government(Misc Provisions) Act 1976	Annually
Power to provide	s 19 Local Government(Misc Provisions) Act 1976	Annually

Power to provide	s 19 Local Government(Misc Provisions) Act 1976		Daily
Power to provide	s 133 Local Government Act 1972		Annually
Power to provide	s 133 Local Government Act 1972		Quarterly
Power to provide	s 133 Local Government Act 1972		Monthly
Power to provide	s 133 Local Government Act 1972		Annually
Power to provide	s 133 Local Government Act 1972	Low	As and when
Power to provide	s 133 Local Government Act 1972		Monthly
Power to provide 'free resource'	s 137 Local Government Act 1972	Low	Annually
Power to provide 'free resource'	s 137 Local Government Act 1972	Low	Weekly

Power to provide	s 19 Local Government (Misc Provisions) Act 1976	Annually
Power to provide	s 19 Local Government (Misc Provisions) Act 1976	Weekly
Power to provide	s 19 Local Government (Misc Provisions) Act 1976	Monthly
Power to provide	s 19 Local Government (Misc Provisions) Act 1976	Annually
Power to provide	s 19 Local Government (Misc Provisions) Act 1976	Monthly
Power to provide	s 19 Local Government (Misc Provisions) Act 1976	Weekly
Power to light roads and public places	Parish Councils Act 1957 s 3 Highways Act 1980, s 301	Annually
Power to light roads and public places	Parish Councils Act 1957 s 3 Highways Act 1980, s 301	Annually

Power to light roads and public places	Parish Councils Act 1957 s 3 Highways Act 1980, s 301	Quarterly
Power to light roads and public places	Parish Councils Act 1957 s 3 Highways Act 1980, s 301	Annually
Power to light roads and public places	Parish Councils Act 1957 s 3 Highways Act 1980, s 301	Annually
Power to light roads and public places	Parish Councils Act 1957 s 3 Highways Act 1980, s 301	Annually
Power to light roads and public places	Parish Councils Act 1957 s 3 Highways Act 1980, s 301	Annually
Power to light roads and public places	Parish Councils Act 1957 s 3 Highways Act 1980, s 301	Annually

Power to erect (with Highway Authority approval)	s 3 Parish Council Act 1970	As and when
Power to erect (with Highway Authority approval)	s 3 Parish Council Act 1970	Annually
Power to erect (with Highway Authority approval)	s 3 Parish Council Act 1970	As and when
Power to erect (with Highway Authority approval)	s 3 Parish Council Act 1970	As and when

Power for councils to have their own websites	Local Government Act 1972, s 142	Annually
---	----------------------------------	----------

Power for councils to have their own websites	Local Government Act 1972, s 142	
---	----------------------------------	--

Power for councils to have their own websites	Local Government Act 1972, s 142	
---	----------------------------------	--

Power for councils to have their own websites	Local Government Act 1972, s 142	As and when
---	----------------------------------	-------------

Power for councils to have their own websites	Local Government Act 1972, s 142	Annually
Power for councils to have their own websites	Local Government Act 1972, s 142	Annually
Power for councils to have their own websites	Local Government Act 1972, s 142	Monthly
Power for councils to have their own websites	Local Government Act 1972, s 142	Annually
Power for councils to have their own websites	Local Government Act 1972, s 142	As and when
Power for councils to have their own websites	Local Government Act 1972, s 142	Quarterly
Power for councils to have their own websites	Local Government Act 1972, s 142	Annually
Power for councils to have their own websites	Local Government Act 1972, s 142	As and when
Power for councils to have their own websites	Local Government Act 1972, s 142	Annually

Power for councils to have their own websites Local Government Act 1972, s 142 Annually

Power for councils to have their own websites Local Government Act 1972, s 142 Annually

Power for councils to have their own websites Local Government Act 1972, s 142 Annually

Power for councils to have their own websites Local Government Act 1972, s 142 As and when

Power for councils to have their own websites Local Government Act 1972, s 142 Annually

Power for councils to have their own websites Local Government Act 1972, s 142 Quarterly

LikelihoodScore	ImpactScore	Score	ActionPlan
Low	Low		1
Low	Low		1
Low	Low		1
Low	Low		1
Low	Low		1
Low	Low		1
Medium	Medium		4 The Clerk will take necessary action following the Allotment Terms of Reference and Dispute Policy

Low

Low

1

Medium

Medium

4 The allotment can be used as "dumping ground" so regular check are made to ensure that does not happen.

Low

Low

1

Medium

Medium

4 Allotment Committee and NAA's responsibility

Low

Low

1

Low

Low

1

Low

Low

1

Low Low 1

Low Low 1

Medium Medium 4 To put Bye-Laws together by F&GP Committee to send off to Secretary of State.

Low Low 1

Low Low 1

Low Low 1

Low Low 1

Low

Low

1

Low

Low

1

Low

Low

1

Low

Low

1

Low

Low

1

Low

Low

1

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low

Low

1

Low

Low

1

Low

Low

1

Low

Low

1

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low

Low

1

Low

Low

1

Low

Low

1

Low

Low

1

Low

Low

1

Low

Low

1

Low

Low

1

Low

Low

1

Low

Low

1

Low

Low

1

Low

Low

1

Low

Low

1

Low

Low

1

Low

Low

1

Low

Low

1

Low

Low

1

Low

Low

1

Low

Low

1

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Medium	Medium	4 Northchurch PC has problem with air pollution which is managed by Dacorum Borough Council
--------	--------	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low Low 1

Low Low 1

Low Low 1

Low Low 1

Low Low 1

Low Low 1

Low Low 1

Medium Medium 4 Signs to notify all persons of the "social distancing" rules, limit the number of users per equipment, sign to notify all persons of the cleaning and hygiene guidance

Low Low 1

Low Low 1

Low	Low	1
Low	Low	1
Low	Low	1
Low	Low	1
Medium	Medium	4 To liaise with the landlord/contractor to rectify the window.
Medium	Medium	4 During Covid the Clerk has been working from home. On return to the office the Clerk will share toilet facilities with the coffee shop.
Low	Low	1
Low	Low	1
Low	Low	1

Low

Low

1

Medium

Medium

4 Any issues reported to
police

Low

Low

1

Low

Low

1

Low

Low

1

Medium

Medium

4 Injury will be reported to
the Clerk keeping a report

Low

Low

1

Low

Low

1

Low Low 1

Low Low 1

Low Low 1

Low Low 1

Low Low 1

Low Low 1

Low Low 1

Low Low 1

Low Low 1

Low Low 1

Low Low 1

Low Low 1

Low Low 1

Low Low 1

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

Low	Low	1
-----	-----	---

ActionBy	ActionDate	Setup
Clerk	As and when	Yes
Clerk		Oct-21 Yes
Clerk		Oct-21 Yes
Clerk		Sep-21 Yes
Clerk/Allotment Committee Chairman	As and when	Yes
Clerk/Allotment Committee Chairman	As and when	Yes
Clerk		01/09/2021 Yes

Clerk/allotment Committee Chairman	As and when	Yes
---------------------------------------	-------------	-----

Clerk	01/09/2021	Yes
-------	------------	-----

Clerk/Allotment Committee Chairman	As and when	Yes
---------------------------------------	-------------	-----

Councillor	01/09/2021	Yes
------------	------------	-----

Clerk	As and when	Yes
-------	-------------	-----

Clerk	Oct-21	Yes
-------	--------	-----

Clerk	Annually	Yes
-------	----------	-----

Clerk As and when Yes

Clerk/Allotment
Committee Chairman As and when Yes

Clerk As and when Yes

Clerk/Allotment
Committee Chairman Oct-21 Yes

Clerk/Allotment
Committee Chairman As and when Yes

Clerk/Allotment
Committee Chairman As and when Yes

Clerk Oct-21 Yes

Clerk As and when Yes

Clerk Apr-21 Yes

Clerk Monthly Yes

Clerk As and when Yes

Herts Highways

Clerk As and when Yes

Clerk As and when Yes

Clerk 01/10/2021 Yes

Clerk/Chair Mar-21 Yes

Clerk As and when Yes

Clerk Daily Yes

Clerk Daily Yes

Clerk/Chair	As and when	Yes
-------------	-------------	-----

Clerk	As and when	Yes
-------	-------------	-----

Clerk/Chair	As and when	Yes
-------------	-------------	-----

Clerk/Chair	As and when	Yes
-------------	-------------	-----

Clerk		Oct-21 Yes
-------	--	------------

Clerk	As and when	Yes
-------	-------------	-----

Clerk/Chair	As and when	Yes
Clerk	As and when	Yes
Clerk	As and when	Yes
Finance and General Purpose Committee	As and when	Yes
Finance and General Purpose Committee	Monthly	Yes
Finance and General Purpose Committee	As and when	Yes
Finance and General Purpose Committee	As and when	Yes
Finance and General Purpose Committee	As and when	Yes

Clerk/Finance and General Purpose Committee	Annually	Yes
---	----------	-----

Finance and General Purpose Committee	Half yearly	Yes
---------------------------------------	-------------	-----

Councillors	As and when	Yes
-------------	-------------	-----

Appraisal Meetings as of 2021

Clerk	Monthly	Yes
-------	---------	-----

Clerk	Monthly	Yes
-------	---------	-----

Clerk	Daily	Yes
-------	-------	-----

Clerk	Daily	Yes
-------	-------	-----

Clerk Daily Yes

Clerk Daily Yes

Clerk/Finance and
General Purpose
Committee Oct-21 Yes

Councillors Random Yes

Internal Control
Randomly

Clerk/Finance and General Purpose Committee	As and when	Yes
---	-------------	-----

Clekr	As and when	Yes
-------	-------------	-----

Clerk	As and when	Yes
-------	-------------	-----

Clerk	Annually	Yes
-------	----------	-----

Clerk	As and when	Yes
-------	-------------	-----

Clerk

As and when

Yes

Clerk

As and when

Yes

Clerk

Apr-21 Yes

Clerk

Apr-21 Yes

Clerk

Apr-21 Yes

Clerk

As and when

Yes

Clerk

Annually

Yes

Clerk

Annually

Yes

Clerk As and when Yes

Clerk As and when Yes

Clerk As and when Yes

Clerk As and when Yes

Yes

Clerk	As and when	Yes
-------	-------------	-----

Clerk		Feb-21 Yes
-------	--	------------

Clerk		Apr-21 Yes
-------	--	------------

Clerk	As and when	Yes
-------	-------------	-----

Clerk	As and when	Yes
-------	-------------	-----

Clerk	Annually	Yes
Clerk	Annually	Yes
Clerk	Annually	Yes
Clerk	Annually	Yes
Clerk	Annually	Yes
Clerk/Finance and General Purpose Committee	As and when	Yes
Clerk/Finance and General Purpose Committee	As and when	Yes
Clerk	As and when	Yes
Clerk	As and when	Yes

Clerk	As and when	Yes
Clerk/Open Space Committee	As and when	Yes
Clerk/Open Space Committee	As and when	Yes
Clerk/Open Space Committee	As and when	Yes
Clerk/Finance and General Purpose Committee		Oct-21 Yes
Clerk	Monthly	Yes
Clerk	Monthly	Yes

Clerk	As and when	Yes
Clerk/Open Space Committee	As and when	Yes
Clerk/Open Space Committee	As and when	Yes
Clerk/Open Space Committee	As and when	Yes
Clerk/Open Space Committee	As and when	Yes
Clerk/SRT	Daily	Yes
Clerk/Open Space Committee	As and when	Yes
Clerk/Open Space Committee	As and when	Yes
Clerk/Open Space Committee	As and when	Yes

Clerk Oct-21 Yes

Clerk Oct-21 Yes

Clerk Daily Yes

Clerk/Open Space Committee Annually Yes

Clerk/Open Space Committee As and when Yes

Councillor 01/09/2021 Yes

Clerk/Open Space Committee As and when Yes

Clerk/Open Space Committee Annually Yes

Clerk Quarterly Yes

Clerk Oct-21 Yes

Clerk/Open Space Committee As and when Yes

Clerk	Annually	Yes
Clerk	Annually	Yes
Clerk/Open Space Committee	As and when	Yes
Clerk/Open Space Committee	As and when	Yes
Clerk/Open Space Committee	As and when	Yes
Clerk/Planning Committee	Every 21 days	Yes
Clerk/Open Space Committee	As and when	Yes
Councillor	As and when	Yes
Clerk		Oct-21 Yes
Clerk	As and when	Yes

Clerk	As and when	Yes
-------	-------------	-----

Clerk/Finance and General Purpose Committee	As and when	Yes
---	-------------	-----

Clerk/Finance and General Purpose Committee	As and when	Yes
---	-------------	-----

Clerk/Finance and General Purpose Committee	As and when	Yes
Clerk	01/07/2021	Yes

Clerk	01/07/2021	Yes
-------	------------	-----

Clerk/Finance and General Purpose Committee	As and when	Yes
---	-------------	-----

Clerk/Finance and General Purpose Committee	As and when	Yes
---	-------------	-----

Clerk/Finance and General Purpose Committee	Daily	Yes
---	-------	-----

Clerk/Open Space Committee	Annually	Yes
----------------------------	----------	-----

Councillor	01/09/2021	Yes
------------	------------	-----

Clerk/Open Space Committee	As and when	Yes
----------------------------	-------------	-----

Clerk/Open Space Committee	As and when	Yes
----------------------------	-------------	-----

Clerk/Open Space Committee	As and when	Yes
----------------------------	-------------	-----

Councillor	01/09/2021	Yes
------------	------------	-----

Clerk/Open Space Committee	As and when	Yes
----------------------------	-------------	-----

Clerk	As and when	Yes
-------	-------------	-----

Clerk/Open Space Committee	As and when	Yes
Clerk/Open Space Committee	As and when	Yes
Clerk	As and when	Yes
Clerk/Open Space Committee	As and when	Yes
Clerk/Open Space Committee	As and when	Yes
Clerk/Open Space Committee	As and when	Yes

		Yes
		Yes
Clerk/Finance and General Purpose Committee	As and when	Yes
Clerk/Finance and General Purpose Committee	As and when	Yes

limited responsibility from PC

Clerk/Finance and General Purpose Committee	Daily	Yes
Clerk/Finance and General Purpose Committee	Daily	Yes
Clerk		Oct-21 Yes
Clerk/Finance and General Purpose Committee	As and when	Yes

Clerk/Finance and
General Purpose
Committee

As and when

Yes

Clerk/Finance and
General Purpose
Committee

As and when

Yes

Clerk

Daily

Yes

Clerk/Open Space
Committee

As and when

Yes

Daily back up by TEEC

Clerk/Finance and
General Purpose
Committee

As and when

Yes

Clerk/Finance and
General Purpose
Committee

As and when

Yes

Clerk

Annually

Yes

Clerk/Finance and
General Purpose
Committee

As and when

Yes

Clerk/Finance and
General Purpose
Committee

As and when

Yes

Clerk	As and when	Yes
-------	-------------	-----

Clerk	As and when	Yes
-------	-------------	-----

Clerk/Finance and General Purpose Committee	As and when	Yes
---	-------------	-----

Clerk	As and when	Yes
-------	-------------	-----

Clerk	As and when	Yes
-------	-------------	-----

Clerk	As and when	Yes
-------	-------------	-----