

Ashton Hayes & Horton cum Peel Risk Assessment Action Plan – March 2019

RISK	ACTION	RESOLUTION DATE
PC acts outside of its authority; due to clerk lack of knowledge	<ul style="list-style-type: none"> • Clerk to attend an initial 1.5 day course 	5/19
	<ul style="list-style-type: none"> • Clerk be trained by CHALC as to duties and requirements. There is a followed by a much more extensive 1 year course 	6/20
	<ul style="list-style-type: none"> • New PC members to attend CHALC induction course 	5/19
Financial risk; controls to be fully complied with	<ul style="list-style-type: none"> • Review and agree Risk Assessment and action plan 	3/19
	<ul style="list-style-type: none"> • Review financial procedures and tailor to PC needs 	4/19
	<ul style="list-style-type: none"> • Clerk to confirm compliance 	4/19
Health & Safety	<ul style="list-style-type: none"> • PC agree a H&S policy & responsibilities 	3/19
	<ul style="list-style-type: none"> • Provide appropriate training e.g CHALC 	6/19
Assets; ensure necessary protective actions taken	<ul style="list-style-type: none"> • Fit insurance compliance locks to the Parish Rooms 	3/19
	<ul style="list-style-type: none"> • Agree heating system insurance compliance 	3/19
	<ul style="list-style-type: none"> • Review adequacy of insurance cover 	5/19
Information fully managed	<ul style="list-style-type: none"> • Purchase dedicated laptop for AH use along with antivirus protection 	Done 2/19
	<ul style="list-style-type: none"> • Confirm information backup and external archive requirements 	3/19
	<ul style="list-style-type: none"> • Transfer and secure information to new dedicated PC 	3/19
	<ul style="list-style-type: none"> • Strengthen security on AH website 	5/19
Audit failure	<ul style="list-style-type: none"> • Agree actions arising from audit 	7/19
	<ul style="list-style-type: none"> • Charity Commission requirements confirmed as met 	7/19

Adopted 11th March 2019

Review July 2019

Jane Colville