YEARLY RISK ASSESSMENT PROCEDURES for COMPTON DANDO PARISH COUNCIL

2020 Date 2021 Date Renewal of Malwarebytes to protect the Clerk's laptop March yes Infectious Disease Policy March ves End of year Bank Reconciliation April **Review Risk Assessment Summary Document** April **CDPH Business Reserve Policy** April **CDPC Security Incident Response Policy** April **GDPR Consent to Hold Information Form** April April Accident & Injury Record for Clerk to CDPH April Risk assessment Schedule **Standing Orders** May **Review Asset Register** May Freedom of Information Policy June Data Protection Policy/Privacy Notice June **Email contact Privacy Notice** June **Data Audit Inventory** June Transparency Code July Code of Conduct Review July July Meeting People for Planning Applications Aims and Objectives Aug Disciplinary & Grievance Procedure Aug **Equal Opportunities Statement** Aug Insurance with public liability Aug Parish Clerk appraisal, training review and review of sal Aug Review staff Appraisal Policy Aug **Publication Scheme** Aug Bank Signatories to PC and PH accounts **Document Retention Policy** Sept Clerk's Pension Oct **Review accessibility Statement** Oct Councillor training review Nov Councillors to review any dispensations (dependent per Nov

Financial Policy Approval or continued use of a variable direct debit Set Budget

Nov				
Nov				
Dec				

Signed	Date		
Signed	Date		

Next review April 2021