

CILCA Session two recap notes

Today we covered LO5 LO6 LO7 LO9 AND LO16

LO5

- This is a written explanation
- Include the key legislation in the body of your text not a footnote
- Helpful website <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>
- <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/data-protection-impact-assessments/>
- <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/data-protection-officers/>
- Remember your word count!

LO6

- This is a written explanation
- A DUTY is what a council MUST do (Mandatory) – the law says so
- A DUTY is a legal obligation placed on a local council
- A POWER gives a council permission to take action
- A POWER is what the law says a council can do – if it chooses (discretionary)
- Include the key legislation in the body of your text not a footnote
- Stress that s137 is a power of last resort and cannot be used for all grants (a common misconception).
- Remember your word count!

LO7

- This is a written explanation
- Include the key legislation in the body of your text not a footnote
- Use handout provided
- 7.1a Include the key legislation in the body of your text not a footnote
- 7.2 is a table - list 3 activities and identify risks and restrictions associated with each activity
- Remember your word count!

- Stress cannot use S137 & GPoC, one or other. Power of first resort.

LO9

- This is a written explanation
- Include references to legislation as footnotes
- Health and Safety at Work etc. Act 1974
- Remember – this is the Clerk's role in H&S NOT the Council's
- Remember your word count!

LO16

This requires you to annotate your risk assessment(s)

Remember to use the 4 bullet points on the annotation sheet (page 8 of your portfolio guide)

Whatever, its name, the document should

- include a risk management policy
- list every activity and every asset of the council
- highlight every related risk to public money
- identify the level of risk
- indicate how that risk is mitigated.

If the council has separate documents for the policy and the assessment, both should be submitted along with an annotation document.

The document required is not a single risk assessment for a single activity (eg the play area or an event), but an assessment of every activity and asset – including staff. This is an opportunity to discuss how to mitigate the risk to public money from, for example, the loss of a staff member, extreme weather, the loss of digital records or a reduction in business income.