

Bures Joint Sports Ground Committee

Risk Assessment

Likelihood:

- 1 A very real danger requiring immediate action.
- 2 Could happen and plans should be made to avoid.
- 3 Unlikely to happen, but must be aware.

Scale:

- 1 Committee unable to operate.
- 2 Committee can only operate with additional outside assistance.
- 3 The working of the Committee is hindered, but can operate in some functions.

	Risk	Likelihood	Scale	Prevention	Action
1	Operational				
A	All Members resign/fail to attend, no quorum	2	1	Keep members motivated Be aware of issues Be transparent	Seek advice from BDC/SALC concerning election or co-option
B	Clerk leaves without notice or is unable to carry out duties	2	2	Deputy to be nominated from members to take over in an emergency	Seek volunteer Training for volunteer Member to stand in for Clerk in event of no Clerk Mike Welch nominated. RFO to be sought from SALC if urgently needed
C	Administrative error, Committee acts without legal power	2	3	Clerk to obtain legal advice from SALC as required	Clerk to monitor decisions. Training of members
D	Code of conduct not observed	2	3	Code to be understood by all members	Copy of Code issued to all Members Training of members
E	Standing orders not observed	2	3	Orders to be understood by all Members	Copy of orders to be issued to all members

Reviewed and adopted 4th July 2024

Next review – May 2025

					Training of members
2	Administrative				
A	Loss of records	2	3	Secure storage of paper records and back-up of computer records	Clerk to be provided with adequate storage facilities Clerk to confirm and internal audit to check – checklist to be used
B	Computer failure	2	3	Have good recovery procedures	Clerk to arrange and confirm. Internal audit to check– checklist to be used
C	Inadequate insurance	2	3	Comprehensive inventory of Committee property and 6 monthly check of risks	Clerk to monitor. Internal audit to check– checklist to be used
3	Financial				
A	Theft of assets – cash or property	2	3	Adequate insurance and audit (internal and external) No cash transactions	Sportsground property checked regularly by members. Chair to be aware of all payments made
B	False accounting or fraud	2	3	Proper accounting procedures to be applied, insurance and internal audit	Chair and one other to check all bank transactions. Members to scrutinise invoices and BACS payments at meetings.
C	Failure to manage budget properly	2	3	Current financial report and bank statements to be scrutinised at every meeting	Clerk to provide financial information with agenda for meetings
D	Inappropriate contracting procedures	2	3	Members to be reminded of procedures before decisions are made	Clerk to advise on procurement procedure
E	Committee incurs bad debts	2	3	Committee to review all debts at each meeting	Clerk to provide information