

Bures Joint Cemetery Authority

Risk Assessment

Scale:

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

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.

| | Risk | Scale | Likelihood | Prevention | Action |
|----------|---|--------------|-------------------|--|---|
| 1 | Operational | | | | |
| A | All Members resign/fail to attend, no quorum. | 1 | 2 | Keep Members motivated | Seek advice from BDC/SALC concerning election or co-option. |
| B | Clerk leaves without notice. | 1 or 2 | 2 | Deputy to be nominated from Members to take over in an emergency | Seek volunteer. Training for volunteer. Cllr to stand in for Clerk in event of no Clerk. Cllr David Lee nominated. |
| C | Administrative error, Authority acts without legal power. | 1 | 1 | Clerk to obtain legal advice from SALC as required. | Clerk to monitor decisions. Training of Councillors. |
| D | Code of conduct not observed | 2 | 2 | Code to be understood by all Cllrs. | Copy of code issued to all Councillors. Training of Councillors. |
| E | Standing orders not observed | 2 | 2 | Orders to be understood by all Cllrs. | Copy of orders to be issued to all Councillors. Training of Councillors. |

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| 2 | Administrative | | | | |
| A | Loss of records | 2 | 2 | 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. |
| B | Computer failure | 2 | 2 | Have good recovery procedures | Clerk to arrange (memory stick and CD backup). Internal audit to check. |
| C | Inadequate insurance | 2 | 2 | Comprehensive inventory of Authority property and 6 monthly check of risks | Clerk to monitor. Internal audit to check. |
| 3 | Financial | | | | |
| A | Theft of assets – cash or property | 1 | 2 | Adequate insurance and audit (internal and external) | Frequent checks by Chairman. |
| B | False accounting or fraud | 2 | 2 | Proper accounting procedures to be applied, insurance and internal audit. | Members to scrutinise invoices, cheques etc. |
| C | Failure to manage budget properly | 2 | 2 | Current financial statement to be scrutinised at every meeting. | Clerk to provide statement with Agenda for meetings. |
| D | Inappropriate contracting procedures | 2 | 2 | Correct tendering procedures to be followed. | Clerk to advise on procurement procedure. |
| E | Authority incurs bad debts | 2 | 2 | Authority to review all debts at each meeting | Clerk to provide information |

Reviewed at a meeting held on 12th June 2017