

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 Philip Arnold nominated.
aRNOLD	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 Cllrs.
E	Standing orders not observed	2	2	Orders to be understood by all Cllrs.	Copy of orders to be issued to all Cllrs. Training of Councillors.

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.
4	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.
D	Failure to manage budget properly	2	2	Current financial statement to be scrutinised at every meeting.	Clerk to provide statement with Agenda for meetings.
E	Inappropriate contracting procedures	2	2	Correct tendering procedures to be followed.	Clerk to advise on procurement procedure.
F	Authority incurs bad debts	2	2	Authority to review all debts at each meeting	Clerk to provide information

Reviewed at a meeting held on 15th June 2015