**Bures Hamlet Parish Council**

**Risk Assessment**

**Scale**: 1 Council unable to operate.

1. Council can only operate with additional outside assistance.
2. The working of the Council 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, all Cllrs to attend training. | Seek advice from BDC/EALC 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 Welch nominated. |
| C | Administrative error, Council acts without legal power. | 1 | 1 | Clerk to obtain legal advice from EALC 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. |
| F  G | Meetings not properly conducted.  Decisions taken not legal.  Loss of confidence by parishioners. | 1  1 | 2  2 | Clerk to monitor proceedings and advise on procedure.  Training of Cllrs and good PR. | Chairman and Councillors to attend training.  Cllrs to attend training, communication with parishioners. |
| **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 and confirm. Internal audit to check. |
| C | Inadequate insurance | 2 | 2 | Comprehensive inventory of Council property and 6 monthly check of risks | Clerk to monitor. Internal audit to check. |
| **3** | **Subsidiary Activities** | | | | |
| A | Community Centre – administrative or financial failure | 3 | 3 | Community Centre Committee to have own risk assessment | PC rep to monitor. Copy of RA to be held. |
| B | Sportsground Committee – failure to properly maintain | 3 | 3 | Sportsground Committee to have own risk assessment | PC rep to monitor. Copy of RA to be held. |
| C | Cemetery Authority – failure to properly administer | 3 | 3 | Cemetery Authority to have own risk assessment | PC rep to monitor. Copy of RA to be held. |
| **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. | Councillors to scrutinise invoices, cheques etc. |
| C | Subsidiary activities fail with financial responsibility remaining with PC | 2 | 2 | Early warning from PC rep. Insurance? | Close co-operation with activity. |
| 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 | PC incurs bad debts | 2 | 2 | PC to review all debts at each meeting | Clerk to provide information |
| **5** | **Other** | | | | |
| A | Legislative changes | 1 or 2 | 3 | PC Members & Clerk to monitor | All be aware. Advice from EALC/BDC to be sought as required. |
| B | War, insurrection or riot | 1 | 3 | Adequate insurance, robust emergency plan | All to be aware. |

Reviewed at a meeting held on 16th May 2016