

Bures Hamlet Parish Council

Risk Assessment

Scale:

- 1 Council unable to operate.
- 2 Council can only operate with additional outside assistance.
- 3 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	Meetings not properly conducted. Decisions taken not legal.	1	2	Clerk to monitor proceedings and advise on procedure.	Chairman and Councillors to attend training.
G	Loss of confidence by parishioners.	1	2	Training of Cllrs and good PR.	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 11th May 2015