

ARNE PARISH COUNCIL RISK ASSESSMENT REVIEWED BY PARISH COUNCIL, DECEMBER 2020

Impact	5	5	10	15	20	25	Red immediate attention Orange urgent Yellow consideration soon Green no action
	4	4	8	12	16	20	
	3	3	6	9	12	15	
	2	2	4	6	8	10	
	1	1	2	3	4	5	
		1	2	3	4	5	
		Likelihood					

Topic	Risk	Impact	Likelihood	score	Control measures/mitigation	Review/revise/comment Responsibility
MANAGEMENT ISSUES						
Bus continuity	1.Loss of records	5	1	5	Audit records security, incl back up and dups	
	2.Loss of clerk	2	2	4	Prepare for handover in advance; good record keeping; backup of all records to be kept by Chair	
Meeting location	1.Non-availability	1	2	2	Find and move to new loc	
	2.Suitability	1	1	1	n/a	
Council records	Loss or destruction	5	1	5	Ensure dups of critical docs. Scan key records,	

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Paper						
Council records electronic	System crash or loss	4	1	4	Ensure secure back-up system	
Precept	Insufficient for needs	2	2	4	Adequate fwd planning and budgeting	
Insurance	1.Adequacy	4	2	8	Reg review of cover by Finance Committee	
	2. Cost	2	2	4	Competitive quotes every 2 years	
Banking	1.Inadequate procedures	2	2	4	Int audit procedural check annually	
	2. inadequate checks	3	2	6	Audit checks procedures	
Cash	Loss from theft or fraud	1	1	1	Keep cash handling to minimum	
Fin controls and record keeping	1.inadequate controls	2	2	4	Automation of reporting spreadsheets	
	2.inadequate checks	2	2	4	Introduce annual audit of controls and checks	
F of I act	Policy about compliance	1	1	2	Develop policy in line with demand.	
Clerk	1.loss of	2	1	2	Maintain up to date JD & PSpec to aid recruitment	
	2.Fraud	4	1	4	Improved controls and audit (see above)	
	3.Inappropriate actions	4	1	4	Clerk refresher training and IT training	
	4.Lack of knowledge/skills	4	1	4		
Election costs	1.Unforeseen expense	2	2	4	Maintain adequate fin reserve	
ASSETS						
Pump	1.Poor upkeep	1	2	2	Oversight & adequate budgeting for maint and repair	
	2. damage or vandalism	3	2	6		
Play Park	1.Poor maintenance	1	3	5	Regular inspection and maint programme Speedy repair regime by new Lengthsman	Clerk's telephone number to be included on signs
	2.Damage	4	2	8		
	3. Trip hazard	1	3	3		
Public Areas	1.Poor upkeep	1	2	2	Regular inspection & maint programme	

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LIABILITIES						
Legal powers	1. Illegal action	3	2	6	Adequate controls, procedures in place. Clerk's knowledge and training	
	2. Illegal payments	3	1	3	Approval procedures/quotation process/authorisations and audit findings	
	3. unconstitutional decision making	4	1	4	Meetings appropriately minuted, all out of meeting decisions copied by email to all councillors and ratified at next opportunity	
Agendas, minutes, notices	Non compliant for accuracy/legality	2	1	2	Approval process	
Public liability	3 rd party loss or injury	4	1	4	Adequate insurance and review cover annually	
Employer liability	Employee injury or loss	3	1	3	Training on H & S issues	
Legal liability	1. Legality of decisions and actions	2	1	2	}	
	2. quorate decisions	2	1	2	}	} Appropriate minutes and record keeping.
	3. timely and proper reporting	2	1	2	}	}
	4. inadequate record keeping	2	1	2	}	} Make use of legal services at PDC
Members interests	1. Conflicts of interest	4	1	4	Annual declarations to be reviewed annually by PC	
	2. Register of interests	2	1	2	Maintain current register for public view	