

Bures Hamlet Parish Council

Risk Assessment

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.

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.

	Risk	Likelihood	Scale	Prevention	Action
1	Operational				
A	All Members resign/fail to attend, no quorum.	2	1	Keep Members motivated. All Members to attend training. Be aware of issues.	Seek advice from BDC/EALC concerning election or co-option.
B	Clerk leaves without notice or is unable to carry out duties	2	2	Deputy to be nominated from Members to take over in an emergency	Seek volunteer. Training for volunteer. Member to stand in for Clerk in event of no Clerk. Cllr Welch nominated. RFO to be sought from EALC if urgently needed.
C	Administrative error, Council acts without legal power.	2	3	Clerk to obtain legal advice from EALC as required.	Clerk to monitor decisions. Training of Members.
D	Code of conduct not observed	2	3	Code to be understood by all Members	Copy of Code issued to all Members. Training of Members.
E	Standing orders not observed	2	3	Orders to be understood by all Members.	Copy of orders to be issued to all Members. Training of Members.

F	Meetings not properly conducted. Decisions taken not legal.	2	2	Clerk to monitor proceedings and advise on procedure.	Chairman and Members to attend training.
G	Loss of confidence by parishioners.	2	2	Training of Members and good PR.	Members to attend training, communication with parishioners.
2	Administrative				
A	Loss of records	2	3	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	3	Have good recovery procedures	Clerk to arrange and confirm. Internal audit to check.
C	Inadequate insurance	2	3	Comprehensive inventory of Council property and 6 monthly check of risks	Clerk to monitor. Internal audit to check.
D	Data Breach	2	3	All Members to be aware of GDPR regulations and individual responsibilities	Data Breach to be reported to Clerk for any necessary action
3	Subsidiary Activities				
A	Community Centre – administrative or financial failure	2	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	2	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	2	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	2	3	Adequate insurance and audit (internal and external)	Frequent checks by Council.
B	False accounting or fraud	2	3	Proper accounting procedures to be applied, insurance and internal audit.	Members to scrutinise invoices, cheques etc.

C	Subsidiary activities fail with financial responsibility remaining with PC	2	3	Early warning from PC rep. Insurance?	Close co-operation with activity.
D	Failure to manage budget properly	2	3	Current financial statement to be scrutinised at every meeting.	Clerk to provide statement with Agenda for meetings.
E	Inappropriate contracting procedures	2	3	Correct tendering procedures to be followed.	Clerk to advise on procurement procedure.
F	PC incurs bad debts	2	3	PC to review all debts at each meeting	Clerk to provide information
5	Other				
A	Legislative changes	3	1/2	PC Members & Clerk to monitor	All be aware. Advice from EALC/BDC to be sought as required.
B	War, insurrection or riot	3	1/2	Adequate insurance, robust emergency plan	All to be aware.

Reviewed and adopted 23rd May 2023
Next review date: May 2024