

Great Chesterford Parish Council

Risk Assessment

The Risk Assessment schedule has been reviewed by Elaine, Louise Chick and me. There have been two changes – what happens if we lose our Parish Clerk, or records are destroyed. We are required to review this annually.

You may find the following document useful.

http://www.nalc.gov.uk/Latest_News/Governance_and_Accountability.aspx

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Susan Ross

21 February 2010

Great Chesterford Parish Council

Risk Assessment

Risk	Impact	Management	Probability
Financial			
General	High	Financial regulations, notified to all new councillors	low
Cash payments	High	<ul style="list-style-type: none"> All payments require 2 signatories £10,000 fidelity insurance 	medium
Unauthorised expenditure	High	All expenditure commissioned by Parish Clerk, subject to financial regulations	low
Reduction in Income	High	Most of the income is the precept, with little subject to economic risk, such as rents. There is no income from commercial activities	Low
Inadequate financial reporting	High	Quarterly financial report comparing budget, actual results and forecast for the year	low
Economic			
Reduction in grants	Less opportunity to improve facilities, and fund major maintenance work	Continuous programme of enhancement and maintenance, so that grant deferral does not have significant impact	Medium
Reduction in rental income at the Rec	low	<ul style="list-style-type: none"> Competitive rates Maintain pitch to quality required by hirers 	low
Public liability	High	<ul style="list-style-type: none"> Insured to £2 m Annual RoSPA inspection of play equipment and pitch 	Low

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Property	High	<ul style="list-style-type: none"> • Insurance for higher valued assets • Self insured for high volume/low value assets such as lamp post and benches • Level of cover reviewed at each renewal 	Low
Libel and slander	high	Insured £250,000	Low
Lack of councillors	High- inability to meet obligations of Parish Council	Continuously try to identify potential councillors. The District Council will make appointments if we fail to be quorate	high
Compliance	Medium	We have a qualified Parish Clerk who alerts us to changes in law and regulation. Also general reading by councillors	Low
Administration			
	Succession of Parish Clerk		
	Resignation	Low	Recruit
	Sudden departure	Low	<ul style="list-style-type: none"> • Ask Parish Clerks in adjacent parishes to assist on interim basis • Use minutes to identify work in progress
	Destruction of records	Low	<ul style="list-style-type: none"> • Parish Clerk to create a contact data base, so that copies can be obtained • Title deeds held by solicitor • Computer data backed up off site

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