

Great Chesterford Parish Council

Risk Assessment

The Parish Council is required to undertake risk assessment each year. In the absence of sufficient councillors to make up a review group, I have had a first stab. Those of you who have participated in this exercise in a large organisation will appreciate that this document can be extremely lengthy. I have tried to keep it brief, highlighting the most significant matters. This is a topic upon which our internal auditor has to comment, so I will be grateful for any input. Unless there are any major errors/omissions, I hope this document will be OK as our first formal risk assessment document.

You may find the following document useful.

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

s 2.97

Susan Ross

12 May 2009

Great Chesterford Parish Council

Risk Assessment

Risk	Impact	Management	Probability
Financial			
General	Loss of cash	Financial regulations, notified to all new councillors	low
Cash payments	Significant	<ul style="list-style-type: none"> • All payments require 2 signatories • £10,000 fidelity insurance 	medium
Unauthorised expenditure	Significant	All expenditure commissioned by Parish Clerk, subject to financial regulations	low
Reduction in Income	significant	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

Great Chesterford Parish Council

Risk Assessment

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	high
Compliance	Medium	We have a qualified Parish Clerk who alerts us to changes in law and regulation. Also general reading by councillors	low