

CHRISTCHURCH PARISH COUNCIL

GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
1	Lack of forward planning and budgetary controls	Lack of direction and Prioritisations	M	H	In year budget reviews	Quarterly	Unexpected expense	Clerk
2	Poor reporting to Council	Poor quality decision making Council becomes ill informed	M	H	Timely and accurate financial reporting	Quarterly	Matter raised at meeting	Clerk
3	Loss of key staff	Failure in budgetary controls Correspondence backlog	M	H	Clear office procedures. Clear budgetary procedures	Annually	Loss of staff member	Council
4	Failure to respond to electors wish to right of inspection	Loss of confidence Loss of reputation	L	L	Clear Standing Orders and Operating Protocols. Documented procedures to deal with enquiries from the public	Annually	Approach by elector to Auditor	Clerk
5	Poor document control	Information not passed on in a timely manner. Deadlines missed	M	M	Clear Standing Orders	Annually	Major incident complaints	Clerk

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6	Ensure Council complies with law in particular Health and Safety Equal Opportunities Data Protection Human Rights Disability And Discrimination Employment Law	Fines and penalties from regulation bodies. Employee action for negligence of grievance. Loss of reputation.	M	H		Bi-annually	Following incident	Clerk
7	Ensuring all business activities are within legal power	Illegal expenditure	L	H	Recording in the minutes the precise power under which expenditure is being approved	Monthly	Review of minutes to ensure legal powers are in place, recorded and correctly applied.	Clerk
8	Council becomes dominated by one or two individuals or cliques form	Conflicts of interest Pursuit of personal agendas Decisions made outside Council	L	H	Clear Standing Orders regarding conduct of meeting and conflict of interests	Annually	Complaints Incidents at meetings	Chairman
9	Councillors benefiting from being on the Council	Affect reputation Conflicts of interest	L	M	Clear Standing Orders Open system of payment	Annually All meetings	Complaints from public	Council

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10	Failure to register members interests	Member could make inappropriate gains	L	M	Procedures in place for recording and monitoring Members Interests	All meetings	Complaints about members	Councillors
11	Lack of maintenance of Council owned property	High cost of repair Injury to third party leading to claims Damage to property	M	H	Regular routine maintenance Insurance cover	Weekly	Unexpected incident	Councillors
12	Damage to third party, property or individual due to Service of Amenity provided	Claim against Council	L	L	Public Liability Insurance. Regular checks of facilities. Ensure all amenities/facilities are maintained to appropriate levels	As required	As reported Review of Insurance Cover Review of adequacy of insurance cover provided	Council
13	Loss of cash through fraud of dishonesty	Reduction in available funds	L	H	Clear financial procedures Adequate insurance cover	Annually	On a Loss Review Insurance Cover (fidelity guarantee)	Clerk

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14	Inadequacy of Precept Ensuring the adequacy of the annual precept is within sound budgeting arrangements	Lack of confidence in Council Inability to carry out functions Insufficient funds for contingencies	L	M	Regular in-year budget progress reports	Every meeting	Unexpected event i.e. flooding	Clerk

Adopted March 2022