

CHEVENING PARISH COUNCIL - RISK ASSESSMENT

Item	Possible risk	Risk level	Action
<u>Administration</u>			
Clerk absent	Urgent post on doormat	Medium	Clerk makes arrangement for post to be delivered to Chairman.
Insurance cover	Failure to renew. Cover understated	High	Renewal noted by members when premium paid. Renewal level checked by nominated Councillor and reviewed by the full Council. New assets added to insurance when required.
Asset Records	Failure to maintain could lead to under or over insurance. Asset loss	Low	Amend when items deleted/added. Annual check by nominated Councillor and reviewed by the full Council. Check against Insurance Policy.
Decisions made	Incorrectly or not minuted	Low	Minutes numbered, circulated, approved and signed at next Meeting. Internal Audit checks.
Risk assessment	New risk not considered. Existing not reviewed	Medium	Risk assessed for all new activities. Annual Review by nominated Councillor and reviewed by the full Council.
Computer failure	Loss of information and correspondence.	Medium	All changes 'backed up' to "cloud". Regular saving of files to external drive on PC
<u>Financial</u>			
Records	Loss from computer failure	Medium	All changes 'backed up' to "cloud". Regular saving of files to external drive on PC
Records	Inaccuracy could lead to loss of income, overcharging by a supplier, defalcation/fraud	High	Quarterly line by line I&E review by RFO and Chairman Finance Working Party, who then produces expenditure report for Council
Systems & Records	Inadequacy could lead to defalcation and/or fraud or qualification by Auditor	Medium	Regular annual review by Internal Auditor. Regular review of Financial Regulations/Annual review of Financial Regulations by full Council.
Accounting procedures Banking, cheques etc	Inadequacy could lead to defalcation and/or fraud or qualification by Auditor	Medium	Covered by Finance Regulations, monthly reconciliation of accounting system to bank statements, Internal Auditor performs 3 interim audits and full audit in April
Purchases	Best Value not obtained. Fraudulent arrangements with Sellers.	Low	Internal Audit checks. Payments reconciled against invoices. Review of Financial Regulations

Annual Return to Auditor	Late submission or an inaccuracy found by Auditor	Low	Council approval, at April or May meeting, before despatch. Internal Auditor performs full audit in April
Income not received	Invoices not despatched. VAT not claimed	High	Quarterly Finance Reports to Council. Chairman FWP to check quarterly income vs budget. Internal Auditor verifies VAT claims at 3 interim audits and full audit
Financial reserves	Unexpected expenditure. Delayed receipt of Precept.	Medium	Quarterly Reports to Council. Annual Budget and Precept
Council funds	Defalcation and/or fraud	High	Financial Regulations. Monthly reconciliation of Bank statements to accounting system. Internal audit checks

Highways

Footway lights	Damage to lights and/or consequent damage to cars and/or pedestrians	Low	Insurance. Arrange inspection every five years
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Sailing Club Road

Road surface	Damage to road surface causes problems for disabled users	Medium	Road is regularly inspected by users and feedback to Clerk of any issues.
Cars parked on verge	Damage caused to surface making it dangerous for pedestrians	Medium	PC has strengthened the verge opposite the parking bays
Access to lake/river from the road	Risk of falling into river/lake from Sailing Club Road bank	Low	Land adjacent to the Lake is not owned by the Council and is fenced by the tenants (Sailing Club, Fishermen). Undergrowth prevents access to the river and water is not deep.

Legal Powers

Council decision	Ultra Vires - press or parishioner accusation. Auditor problems. Members surcharged	Low	Members and Clerk training available. Member and Clerk vigilance.
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Open Spaces

All Open Spaces	Public misuse	Low	Ensure Bye Laws maintained.
Burial Ground and Churchyard	Memorial stability - risk to visitors and workmen	Medium	Annual stability check by 2 Members.

Burial Ground and Churchyard	Other safety risks - visitors and workmen	Medium	Clerk often visits. Members of Public report issues which are immediately checked for rectification
Playground	Faulty or damaged equipment or surfacing	Medium	Weekly check by Member. Annual RoSPA Inspection. Faults reported by Public - immediately checked for rectification
Trees on all areas	Limb or whole tree could fall on passer by	Low	Bi- annual tree inspection report with recommended timescales for required action
All Open Spaces	Public Liability	Medium	Insured. Monthly Open Space checks by members.
All Open Spaces	Safety of Title	Low	Originals to be kept at Klocker and Foskett. Acquisitions - ensure Land Registry title.
Pavilion	Fire, Damage etc	Medium	Maintain Insurance. Review Insured Value periodically. Electrical safety testing and fire alarm testing performed regularly
Allotments	Public Liability	Low	Managed by Allotment Association.
Public seats	Public Liability	Low	Monthly Open Space checks. Annual OS Tour.
All Open Spaces	Safety and hygiene issues from litter & dogs	Low	Litter and dog waste bins provided which SDC empty. Burial Ground - Contractor empties
<u>Planning</u>			
Declaration of Member interest	If not made correctly Member may become investigated by the Standards Board.	Low	All members and Clerk to be vigilant and Code of Conduct training available.
Plans not received	Council unable to comment on Application. Member cannot advise neighbours and therefore Council response may not take into account a valid concern	Low	Clerk checks Planning Lists sent via e-mail. Plans and application forms available online
Response date for comments	May be before next normal PC Meeting	Low	Decision made by email quorum. Special meeting can be called as per Schedule, extended date requested from Planning Authority or No Comment made to District Council