

Rawdon Parish Council – Risk Assessment 2018-19

Likelihood categories: 1 = extremely unlikely, 2= unlikely, 3 = moderately likely, 4 = regular occurrence, 5 = highly likely, 6 = extremely likely,

Risk categories: 1 = not critical to operation, 2 = minor impact in some areas, 3 = minor impact in many areas, 4 = significant impact, 5 = significant impact on major operation al areas,

Risk Score: Low = 1-5, Medium = 6-15, High = 15+

Risk Type		Detail	Likelihood	Impact	Total	Controls	Action Needed	By whom	Monitoring
People	Council Members	Loss of Councillors Members / lack of nominations for elections Lack of input and support from Council members	3	5	15	Early notification/ recognition , Succession planning High quality reporting and involvement through effective Council meetings	Council discussion Advanced planning for Council meetings	Council / Clerk Clerk	Annually by Clerk & Council
		Poor attendance at meetings	2	3	6	Emphasis on importance of regular attendance encouraged by good information and productive discussion to enthuse and involve	Annual review of Council activity Publication of activities through Rawdon Matters	Clerk & Chairman	Annually by Clerk & Council
		Training Risk	1	1	2	Monitoring of Members training needs If needed training in specific aspects of Members role	Training plan responsive to need	Clerk	Council
	Council Staff	Loss of Clerk Long term absence of staff	3	5	15	Succession Planning/Recruitment planning The Website Officer is undertaking ILCA and can provide cover for the Clerk. The Clerk can cover the Website Officer's role	Annual review	Council	Council

	Employee Relations	Incorrect handling of personnel matters	2	3	6	Policy documentation in place and adhered to	Maintenance of membership of SLCC & YLCA	Clerk	Council	
	Health and Safety	Injuries to Members, staff or third parties or caused by third parties	3	4	12	Health and Safety policy in place and in operation; appropriate insurance in place Event specific risk assessments created for each public event	Annual Review	Clerk	Council	
Finance and other info	Quality of information	Inadequate or inaccurate management information	1	5	5	Establishment of secure systems with appropriate financial controls; effective polices for the operation of all aspects of the Council	Annual review of policies and plans	Council and Clerk	Council, Internal & External Auditor	
	Income risk	Policy change through changes in council priorities	3	6	18	Council activities need to be sustainable/ time limited	All activities tested for sustainability	Members	Council + Clerk	
	Expenditure risks	Funds diverted to other purposes	1	3	3	Contractual arrangements and commitments clear.	Systems devised and implemented	Clerk	Council	
	Supplier risks	Suppliers unstable financially		1	2	2	Checking systems in place when major contracts agreed.	Systems devised and implemented	Clerk	Council
		Value for money		1	2	2	All contracts assessed in this context; inappropriate charging monitored and challenged	Systems devised and implemented	Clerk	Council
		Supplier connected with either Members or staff		2	2	4	Declaration of interests policy in place; register of interests maintained; staff/members vigilance.	Contracts policy devised & implemented	Clerk	Council
		Quality/delivery risk		2	3	6	Purchase process policy and practice designed to mitigate against risk	Purchasing policy created & regularly reviewed	Clerk	Council