

Cocking Parish Council Risk Assessment 2023-2024

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action</b> – <b>Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger</b>	<b>Responsible Person</b>
<b>1</b>	Lack of forward planning and budgetary control.	Lack of direction and prioritisation	M	H	* Forward Planning of Council's activities. * In-year budget reviews.	Monthly	Unexpected expense	Councillors & Clerk
<b>2</b>	Poor reporting to Council	*Poor quality decision making. *Council becomes ill-informed.	M	H	*Timely and accurate financial reporting. *Regular project reports.	Each meeting.	Matter raised at meeting.	Clerk
<b>3</b>	Council under-insured	Risk of financial loss	M	H	Checking of insurance schedule to ensure all risks adequately covered. Ensure third party service suppliers are adequately insured	Annual  Annual	Change in risk – e.g. acquisitions and disposals. When engaged to supply services.	Clerk
<b>4</b>	Ensuring all finance/grant activities are within legal power.	Illegal expenditure.	L	H	Recording in minutes the precise power under which grant expenditure is being approved	Monthly		Clerk
<b>5</b>	Improper conduct by Councillors	Malpractice by Council/ Councillors	L	H	Ensuring Code of Conduct is clearly explained & adhered to and all interests declared & recorded	As necessary	Change in Councillors / personal circumstances	Clerk / Councillors

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<b>6</b>	Proper, timely and accurate reporting of Council business in the minutes	Confusion and misunderstandings. Actions not reflecting intentions of Council	M	H	Minutes approved after distribution to Councillors. Numbered, signed & paginated with a master copy kept in safekeeping	Monthly	Query raised	Clerk & Council
<b>7</b>	Keeping proper financial records in accordance with statutory requirements	Inadequate financial control	L	H	Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Monthly		Clerk & Council
<b>8</b>	Safety in playing areas	As above	M	H	Regular inspections of play equipment	Weekly /Annually	Report of damage.	Councillor / Trained Inspector (Annual)
<b>9</b>	Inadequacy of precept. Ensuring the adequacy of the annual precept within sound budgeting arrangements.	Services not provided. Inability to carry out functions. Insufficient funds for contingencies	L	H	Regular in-year budget reports	Unexpected event incurring expense		Clerk.
<b>10</b>	Loss of Laptop etc	Council data lost – impair administration	M	H	Data to be upload to cloud-based faculty	Daily/weekly		Clerk