

Dunston Parish Council Risk Assessment 2021-22
For Review every May November - Review Date May 2021

Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative Trigger	Responsible Person
General Risks							
Councillors not following Code of Conduct	Reputation of the Council is marred	M	M	Code of Conduct reviewed and read by Councillors	Annually	Matter raised	Councillors & Clerk
Website information not up to date	Incorrect information	M	M	Regularly reviewed & monitored	Weekly	Matter raised	Clerk & Councillors
Declarations of Interest not declared	Conflict of interests	M	M	Included in every agenda. Update declarations of interest	Each meeting	Matter raised at meeting	Councillors
Loss of key personnel. Councillors not being replaced.	Disruption of Council business. Possible take over by District Council.	M	M	Staff reviews and managing workloads & stress. Promoting vacancies and positive work of the council.	Annually. Ongoing.	Sickness/ absence Councillors leaving	Clerk, Chairman & Councillors
Lack of forward planning	Inability to fulfil proposed objectives	M	M	Forward Planning of Council's activities.	Each meeting	Matter raised at meeting	Councillors & Clerk
Poor reporting to the Council	Poor quality decision making and Council becomes ill-informed	M	M	Timely and accurate financial reporting. Regular project reports.	Each meeting	Matter raised at meeting	Councillors & Clerk
Ensuring all business activities are within legal powers	Illegal expenditure	L	H	Checking statutory powers and seeking advice form SALC	Each meeting	Matter raised at meeting	Clerk

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Proper, timely and accurate reporting of Council business in minutes	Confusion and misunderstanding	M	M	Approval of minutes by Council. Minutes properly numbered and paginated with a signed and approved copy kept on file.	Each meeting		Clerk, Councillors & Chairman
Safety in play areas	Ligitation for compensation injury.	M	H	Regular inspections of play equipment. Annual independent safety inspection by ROSPA accredited inspector	Weekly	Report of damage	Council member who has responsibility for playground
Financial Risks							
Unauthorised access via on-line banking	Possible debt	L	H	Password protected. Passwords and login details not saved on computer	Weekly	Overdrawn	RFO
Fraud	Possible debt	L	H	Internal 2 to sign rule. Statements checked monthly. Adequate fidelity insurance	At every payment. Insurance cover reviewed annually	Overdrawn	Councillors and Clerk

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Lack of Budgetary Control	Possible debt	L	H	Bank reconciliation. In year budget reviews.	Each meeting Six monthly	Unexpected expenses	RFO
Council under-insured	Risk of financial loss	M	H	Checking of asset register and insurance value to ensure all risks adequately covered. Ensure third party service suppliers are adequately covered.	Annually As and when contracted.	Change in risk – e.g. acquisitions and disposals. When engaged to supply services.	RFO
Keeping proper financial records in accordance with statutory requirements	Inadequate financial control	L	M	Regular scrutiny of financial records and proper arrangements for the approval of expenditure.	Annually		Clerk and Chairman
Inadequacy of precept	Services not provided Inability to carry out functions. Insufficient funds for reserves.	L	M	In year budget reviews and annual setting precept.	Six monthly	Unexpected event incurring expense	Clerk & Councillors