

FERNHURST PARISH COUNCIL - SCHEME OF RISK ASSESSMENT – 2023 - 2024

	Risk	Impact	Likelihood	Severity	Control Action – Internal Controls	Review Frequency	Alternative Review Trigger	Responsible Person(s)
1	Lack of forward planning and budgetary control.	Lack of direction and prioritisation	M	H	* Forward Planning of Council’s activities. * In-year budget reviews.	Annually Quarterly	Unexpected expense	Chairman, Clerk and Finance Committee
2.	Poor reporting to Council	*Poor quality decision making. *Council becomes ill-informed.	M	H	*Timely and accurate financial reporting. *Regular project reports.	Quarterly Each meeting.	Matter raised at meeting.	Clerk
3	Council under-insured	Risk of financial loss	M	H	Checking of insurance schedule to ensure all risks adequately covered.	Annual	Change in risk – e.g. acquisitions and disposals.	Clerk

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Ensuring all business activities are within legal power.	Illegal expenditure.	L	H	Recording in minutes the precise power under which expenditure is being approved, to include grant payments.	Monthly	Independent Audit Reports	Clerk
Proper, timely and accurate reporting of Council business in the minutes.	Confusion and misunderstandings. Actions not reflecting intentions of Council.	M	H	Approval of minutes by Council. Minutes properly numbered and paginated with a master copy kept in safekeeping.	Monthly		Clerk and all councillors.

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	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 & Quarterly	Independent Audit Reports	Clerk and Chairman of the Finance & Administration Committee
	Safety in burial ground	Litigation for compensation for injury.	M	H	Checking of memorial stability. Checking safety and	Half-yearly		Clerk, Cemetery Contractor and Members.
8	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	M	tidiness of implement shed.	Every Finance meeting. Quarterly in year budget reports.	Unexpected event incurring expense.	Clerk
9	Safety in playing areas.	Litigation for compensation for death or injury.	M	H	Regular inspections of play areas and equipment.	Weekly	Report of damage.	Contractor & Clerk
10.	Safety of War Memorial	Litigation for compensation for death or injury.	L	H	Regular inspection of general condition.	Annually	Report of damage.	Chairman of the Property, Highways and Environment Committee.

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11.	Millennium Sign at Crossfield	As above	L	H	Regular inspection of general condition and stability.	6-monthly	Report of damage	Clerk
12.	Public conveniences				See separate risk assessment forms.			Clerk
13.	Trees on Council Land	Litigation for compensation for injury and/or damage	L	H	Biennial, safety driven, professional inspection. Alternating, Biennial, Inspection by Lantra Basic Tree Survey and Inspection Course (BTI) Qualified Person	Annually/ Biennially	Tree Incident	Clerk & Members