

RISK MANAGEMENT

No	FAILURE	CONSEQUENCE	PROB	IMPACT	RISK	CONTROL ACTIONS
1	Financial shortfall	Inability to finance: <ul style="list-style-type: none"> • emergency events • contractual obligations • running costs 	1	3	3	Accurate budget setting Accurate precept request Adequate reserves Monitor reserve allocation Monitor general expenditure
2	Inadequacy of precept	Inability to provide services and carry out functions without draining reserves Depleted reserves leave no funds for contingencies	1	3	3	Adequate financial planning Ensure sufficient reserves for contingencies Scrutiny of cash flow against budget
3	Failure to use grants for intended purpose	Lack of funds for the intended purpose Vulnerability to having to refund s137 expenditure	1	2	2	Maintain clear record of expenditure decisions Once allocated, funds to be ring fenced Monitor expenditure regularly Keep separate record of s 137 expenditure
4	Inadequate financial records	Account not capable of being prepared for audit Possible cash flow difficulties Risk of financial shortfall	1	3	3	Ensure Financial Regulations are current and that they are observed in full
5	Council members inadequately briefed or poorly advised	Decisions may at best be non-optimal and at worst <i>ultra vires</i>	1	3	3	Timely information to members to be provided Committee papers to be comprehensive and well-researched
6	Loss of key staff	Failure of budgetary controls Backlog of correspondence Service provision reduced	2	3	6	Clerk's contract has long notice period Files well documented and cross referenced for easy assimilation Experience of council members available for short-

						term emergency
7	Electors' right of inspection denied	Loss of public confidence and respect Action against councillors	1	2	2	Clear Standing Orders Documented procedures to deal with enquiries Minutes available to public
8	Poor document control	Information not passed in a timely manner Deadlines missed	2	2	4	Clear Standing Orders Clear job descriptions Maintain accurate and up-to-date task list
9	Non-compliance with law: <ul style="list-style-type: none"> • Health & Safety • Equal opportunities • Data protection • Human rights • Disability discrimination • Employment 	<ul style="list-style-type: none"> • Fines and penalties • Action for negligence • Action for grievance • Loss of reputation • Action for disregard • Employment tribunal awards 	1	3	3	Clear policies and procedures Regular review of current law
10	Non-provision of services	Loss of reputation Poor public image	1	3	3	Clear Standing Orders Regular scrutiny of procedures
11	JPC acts <i>ultra vires</i>	Illegal expenditure or actions	1	3	3	Clerk to ensure that all decisions made by the JPC fall within the legal powers of parish councils or within Section 137
12	Failure to report JPC business in a timely, accurate and proper fashion	Confusion and misunderstanding resulting in actions and expenditure not reflecting the JPC's intentions	1	2	2	Maintenance of strict and accurate records of decision making
13	Failure to meet deadlines and suspense dates	JPC's reputation sullied JPC input to consultation exercises ignored	1	1	1	As much notice as possible to be given for responses to be made Clerk to maintain task list
14	Lack of relevant skills and commitment within the JPC	Failure to achieve purpose JPC's decision making of an inferior quality JPC is poor value for money to the electorate	1	3	3	Appropriate training to be given Monitor attendance by members at meetings Monitor extra-mural activity on behalf of JPC by members

15	JPC dominated by individual	Discussion stifled with chance for other councillors to air view curtailed Lack of democratic process Decision making removed outside the JPC	1	3	3	Strong chairmanship (where the offender is not the chairman) All members to be given the opportunity to contribute succinctly and effectively on agenda items All business to be conducted within the JPC, only to be breached when the JPC delegates authority to individuals or sub-committees to make decisions on its behalf
16	Councillors personally benefiting	Brings the JPC into disrepute with the electorate Involvement of the Standards Board	1	2	2	Clear Standing Orders Formal declaration of interest at every meeting
17	Failure to register member's interests	Brings the JPC into disrepute with the electorate Involvement of the Standards Board	1	2	2	Clerk to maintain current schedule of members' interest as declared by them pursuant to Local Government Act 2000 s.81(1), and report all details to WDC
18	Lack of maintenance of JPC property	Public liability High cost of eventual replacement	2	3	6	Regular survey Regular maintenance Insurance
19	Accidental or malicious damage to JPC property	JPC as owner has liability for consequent third party injury or damage Loss of an asset High repair or replacement cost	1	3	3	Appropriate insurance Timely reporting of incident Swift remedial action Maintain accurate asset register
20	Damage or disruption to services	Claims against JPC	1	1	1	Appropriate insurance
21	Loss of cash	[No cash held]				
22	Default of loan repayment	[No loans held]				
23	Embezzlement of funds	Insufficient funds to meet commitments	1	3	3	Strict adherence to Financial Regulations