

## ARNE PARISH COUNCIL RISK ASSESSMENT REVIEWED BY PARISH COUNCIL, January 2025

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<b>Impact</b>	<b>5</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
	<b>4</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
	<b>3</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
	<b>2</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		<b>Likelihood</b>				

Red immediate attention

Orange urgent

Yellow consideration soon

Green no action

Topic	Risk	Impact	Likelihood	score	Control measures/mitigation	Review/revise/comment Responsibility
<b>MANAGEMENT ISSUES</b>						

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Bus continuity	1.Loss of records	5	1	5	Audit records security, incl back up and dups. Now includes continuous cloud backup.  Prepare for handover in advance; good record keeping; backup of all records to be kept by Chair	
	2.Loss of clerk	2	2	4		
Meeting location	1.Non-availability	1	2	2	Find and move to new loc n/a	
	2.Suitability	1	1	1		
Council records Paper	Loss or destruction	5	1	5	Ensure dups of critical docs. Scan key records. Medium term project to review all paper documents held and to scan the critical ones is now under way (Jan 2025)	
Council records electronic	System crash or loss	4	1	4	Ensure secure back-up system. Replacement of laptop and upgrading of backup process (dual) in Jan 2024 further strengthens this, as does continuous cloud backups.	
Precept	Insufficient for needs	2	2	4	Adequate fwd planning and budgeting.	
Insurance	1.Adequacy	4	2	8	Reg review of cover by Finance Committee Competitive quotes every 2 years	Review date April 2025 set - ready for 1 <sup>st</sup> June renewal date
	2. Cost	2	2	4		
Banking	1.Inadequate procedures	2	2	4	Int audit procedural check annually Audit checks procedures. Intermittent review of banking arrangements. Last carried out in Spring 2024.	
	2. inadequate checks	3	2	6		
Cash	Loss from theft or fraud	1	1	1	No cash now handled.	
Fin controls and record keeping	1.inadequate controls	2	2	4	Automation of reporting spreadsheets using Scribe accounts package – with monthly bank reconciliation and reviews of performance vs budget. Introduced annual audit of controls and checks	
	2.inadequate checks	2	2	4		
F of I act	Policy about compliance	1	1	2	Develop policy in line with demand.	

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Clerk	1.loss of 2.Fraud 3.Inappropriate actions 4.Lack of knowledge/skills	2 4 4 4	1 1 1 1	2 4 4 4	Maintain up to date JD & P Spec to aid recruitment Improved controls and audit (see above) Clerk refresher training and IT training	Reviewed Nov 2024 (Nat salary award0
Election costs	1.Unforeseen expense	2	2	4	Maintain adequate fin reserve	Earmarked reserve held.
<b>ASSETS</b>						
Pump	1.Poor upkeep 2. damage or vandalism	1 3	2 2	2 6	Oversight & adequate budgeting for maint and repair	
Play Park	1.Poor maintenance 2.Damage 3. Trip hazard	1 4 1	3 2 3	5 8 3	Regular visual inspection programme to be re-introduced. ROSPA annual checks / reports actioned promptly. Speedy repair regime using specialist contractors as required.	Clerk's telephone number to be included on signs? Review of signage undertaken Mar- Apl 2024
Public Areas	1.Poor upkeep	1	2	2	Regular inspection & maint programme	
<b>LIABILITIES</b>						

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Legal powers	1. Illegal action	3	2	6	Adequate controls, procedures in place. Clerk's knowledge and training	All 2023/24 audit recommendations actioned.
	2. Illegal payments	3	1	3	Approval procedures/quotation process/authorisations and audit findings	
	3. unconstitutional decision making	4	1	4	Meetings appropriately minuted, all out of meeting decisions copied by email to all councillors and ratified at next opportunity	
Agendas, minutes, notices	Non compliant for accuracy/legality	2	1	2	Approval process	
Public liability	3 <sup>rd</sup> party loss or injury	4	1	4	Adequate insurance and review cover annually	
Employer liability	Employee injury or loss	3	1	3	Training on H & S issues	
Legal liability	1. Legality of decisions and actions	2	1	2	}	
	2. quorate decisions	2	1	2	}	
	3. timely and proper reporting	2	1	2	} Appropriate minutes and record keeping.	
	4. inadequate record keeping	2	1	2	} Make use of legal services at PDC	
Members interests	1. Conflicts of interest	4	1	4	Annual declarations to be reviewed annually by PC	Declarations now on DC website. Arne PC entries there should be hyperlinked to Arne PC website.
	2. Register of interests	2	1	2	Maintain current register for public view	