

General Risk Assessment – Goodmanham Parish Council – February 2021

No	Item/ Topic	Hazard/ Issue	Affected people	Severity H/M/L	Likelihood H/M/L	Risk before	Mitigation Measures	Result after
Assets								
1	Car Park	Loose surface	Stones could injure pedestrians and damage vehicles	H	M	H	Annual inspection and maintenance by contractor Budget provision Insurance	L
2	Picnic area	Benches - vandalism/ repair/ cost of replacement	Residents and visitors	M	M	M	Bi Monthly inspection by Clerk Budget provision Insurance	L
3	Car Park Trees	Falling branches	Picnic area users	H	M	H	Inspection and maintenance by contractor Budget provision Insurance	L
4	Parish Pit fencing	Vandalism/ repair/ cost of replacement	Residents/ visitors	M	L	M	Bi Monthly Inspection by Clerk Budget provision Insurance	L
5	Grit bins	Vandalism/ repair/ cost of replacement	Residents/ visitors	L	L	L	Autumn Inspection by Clerk Budget provision Insurance	L
6	Litter bins	Vandalism/ repair/ cost of replacement	Residents/ visitors	L	L	L	Weekly Inspection by ERYC Budget provision Insurance	L
7	Phone box	Vandalism/ repair/ cost of replacement	Residents/ visitors	M	L	M	Inspection by Councillor Budget provision Insurance	L
8	Defibrillator	Vandalism/ repair/ cost of replacement	Residents/ visitors	H	L	M	Inspection by Councillor Registration with CHT	L

							Budget provision Insurance	
9	Noticeboard	Vandalism/ repair/ cost of replacement	Residents/ visitors	L	L	L	Bi monthly inspection by Clerk Budget provision Insurance	L
10	Village signs	Vandalism/ repair/ cost of replacement	Residents/ visitors	M	L	L	Bi monthly Inspection by Clerk Budget provision Insurance	L
11	Benches	Vandalism/ repair/ cost of replacement	Residents/ visitors	M	L	L	Bi monthly Inspection by Clerk Budget provision Insurance	L
12	Boot scrapers	Vandalism/ repair/ cost of replacement	Residents/ visitors	L	L	L	Bi monthly Inspection by Clerk Budget provision Insurance	L
13	Laptop and projector	Theft or damage	Clerk/ Council	H	L	M	Insurance	L
Council								
14	Failure to attract sufficient candidates for Member vacancies and elections	Lack of local representation Difficulty achieving quorum	Councillors	H	L	M	Publicise Council activities Publicise vacancies Promote to friends and colleagues	L
15	Failure to achieve quora at meetings	Business not transacted	Councillors Clerk	H	L	M	Advance notice of meetings Issue agendas promptly Record attendance and take action over absences	L
16	Lack of public consultation by Council	Decisions not in accordance with needs of the village	Councillors Clerk	M	M	M	Use of website, noticeboard, facebook, newsletter. Encourage attendance at meetings	L

							Prompt response to parishioners	
17	Members acting alone outside meetings	Unlawful actions Impact on insurance Personal risk	Councillors	H	L	M	All actions and publicity led by Clerk	L
18	Failure to address conflict of interest	Lack of transparency Potential for Standards action	Members Clerk	H	L	M	Regular standards review Dispensations policy Training Advice sought from Clerk/ ERNLLCA	L
19	Libel and Slander	Potential litigation Cost of investigation Confidence	Members	H	L	M	Clerk/ Chair to intervene at meetings All publicity led by Clerk Insurance	L
20	Reputation	Confidence	Clerk	H	L	M	Consider as part of decision making All publicity led by Clerk	L
Administration								
21	Inaccurate, untimely improper minutes	Lack of evidence for actions and expenditure	Clerk	H	L	M	Minutes reviewed at meetings and signed off by Chair Minute number recorded in Accounts	L
22	Council decisions not implemented	Loss of confidence and reputation Potential financial issues	Clerk	H	L	M	Clerk to circulate draft minutes within a month of a meeting Formal review of decisions	L
23	Incomplete/ inaccurate register of Members Interests	Potential prosecution Lack of transparency Open to complaints re fairness and bias	Clerk	H	L	M	Clerk ensures information is submitted within 28 days System for updates/ review	L

24	Inadequate document control	Poor evidence Poor support to members Audit issues	Clerk	H	M	H	Electronic and paper filing system maintained and recorded on laptop Record maintained of archived files Disposal policy	L
25	Loss of data on laptop	Impact on administration and finance	Clerk	H	M	H	Files backed up using external hard drive when laptop in use	L
26	Failure to comply with legislation	Ultra vires actions Potential fines	Council Clerk	H	L	M	General Power of Competence Review updates provided by ERNLLCA and SLCC	L
27	Failure to maintain Asset Register	Legal requirement Poor management of assets Audit	Council Clerk	M	L	M	Asset register reviewed annually, and published on website	L
28	Non-compliance with data protection regulations	Potential fine Reputational damage Impact on individuals	Council Clerk Residents	H	M	M	Record keeping policy Permissions request/ information redacted where necessary Action being taken considered by Council	L
Finance								
29	Inadequate financial records	Inadequate information for audit Potential unlawful actions Impact on budget management	Council Clerk	H	L	M	Records circulated bi-monthly to Council Spot checks	L
30	Failure to complete/submit Annual Return on time	Council operating without up to date information	Council Clerk	H	L	M	Timetable for completion considered by Council	L

		Poor audit report Loss of reputation						
31	Inadequate budget/ poor budget management	Lack of funds to deliver services potential financial losses	Council Clerk	H	L	M	Timely consideration and submission of precept Approval and monitoring of annual budget Bi monthly finance reports	L
32	Improper contracting and ordering procedures	Potential legal challenge Reputational damage Unnecessary expenditure Financial losses	Clerk	H	L	M	Use of up to date financial regulations Formal orders issues by Clerk	L
33	Misappropriation of Council funds	Financial losses Loss of reputation	Council Clerk	H	L	M	All expenditure approved by Council Payments approved bi monthly Use of Financial Regulations	L
34	Meeting HMRC requirements	Illegal operation Potential fine Loss of income	Clerk	H	L	M	Registration as employer with HMRC Monthly submission of PAYE VAT claim at least annually	L
Staffing								
35	Loss of services of Clerk	Interruption to administration	Councillors	H	M	H	Business continuity plan Use of Locum Advertising of vacancy	L
36	Lack of professional advice	Poor decisions	Councillors Clerk	H	M	M	Use of professional advisers when necessary Seek advice from ERNLLCA, NALC and ERYC	L