

# EAST LAVINGTON PARISH COUNCIL

## SCHEME OF RISK ASSESSMENT

	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Control Action – Internal Controls</b>	<b>Review Frequency</b>	<b>Alternative Review Trigger</b>	<b>Responsible Person</b>
1	Lack of forward planning and budgetary control.	Possible debt and inability to fulfil proposed objectives	M	H	Forward Planning of Council's activities. In-year budget reviews.	Annually Six-monthly	Unexpected expense	Councillors & RFO
2.	Poor reporting to Council	Poor quality decision making. Council becomes ill-informed.	M	H	Timely and accurate financial reporting. Regular project reports.	Six-monthly. 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. Ensure third party service suppliers are adequately insured.	Annual Annual	Change in risk – e.g. acquisitions and disposals. When engaged to supply services.	Clerk
4	Ensuring all business activities are within legal power.	Illegal expenditure.	L	H	Recording in minutes the precise power under which grant expenditure is being approved.	Monthly		Clerk
5	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 Chairman.
6	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.	Half-yearly.		Clerk and Chairman

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7	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	Regular in-year budget reports.	Annually or as necessary	Unexpected event incurring expense.	Clerk.
8	Breach of General Data Protection Regulations	Possible prosecution	L	H	Audit of information held by the Parish Council Retention of Information Policy implemented.	Annually		Data Protection Officer & Clerk
9	Covid-19 infection	Public Health	M	H	Covid Lateral flow test to be taken and a negative result registered by all attendees of face to face meetings.	As required	Positive Covid test result post meeting.	All