

Sutton Parish Council – Risk Management Assessment – June 2008

	Risk Area	Controls	Actions
Governance and Management			
Legislative framework	Exceeding statutory remit	Compliance with adopted procedures Adoption of standing orders Model publication scheme	Attending courses Use of Governance and Accountability Guide Local Government Admin 6 th Edition Seeking advice from CALC/PCC
Management	Accountability	Minimal delegation	
Skills	Knowledge of legislation	Openess of meetings Training	
Operational Risks			
Loss of Councillors	Meetings inquorate	Keep size of Council above quoracy	Ensure adequate cover
Contract risks	Allotment/grazing lettings Recreation ground maintenance agreement. Legal liability from asset ownership	Public liability insurance	
Security of assets (building)	Fire Loss	Fire fighting equipment Insurance List of key holders	Annual maintenance Adequate cover Inspection of assets

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Security of other assets	Theft, other loss	Insurance Register of assets and investments	Inspection of assets
Security of documents	Fire, decay, misplacing, dispersal	Register of documents	Register updated
Health and safety	Recreation ground Allotments and grazing land and pound. Reading room Land holdings Street furniture etc. Clerks working conditions	Weekly inspection regime. Note letter from Allianz Cornhill of 8 th June 2005 stating that annual technical examination not required.	Weekly inspection of Recreation ground. Annual inspection of other assets. Occasional check
Information Technology	Loss of records	Backup	Backup system
Financial Risks			
Control and reporting	Cash flow etc.	RFO reports	RFO Report and written statement at every meeting
Audit process	Procedures	Financial regulations	Compliance with financial regulations
Reserves	Insufficient reserves	Adequate reserves maintained	

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Dishonesty	Loss of funds	Dual signatures Authorisation processes Financial regulations	Fidelity guarantee insurance Financial audit Compliance with regulations