

EAST DOWN PARISH COUNCIL RISK ASSESSMENT SUMMARY OCTOBER 2016

RISK	LIKELIHOOD	IMPACT	MITIGATION/RECOVERY ACTION PLAN	ANY FURTHER ACTION TO BE TAKEN
Incapacity of Clerk	medium	medium	If necessary any councillor can arrange for an emergency meeting to determine who should take over (temporary) or action to recruit replacement (permanent)	Discuss with neighbouring parishes an emergency scheme for short-term loan of clerks.
Incapacity of Chair	medium	medium	Vice-chair would take over. If vacant or absent any councillor can arrange for an emergency meeting to elect a chair on a temporary or longer-term basis.	
Unauthorised action by member of the Council.	medium	medium	Councillors all have access to the code of conduct as recommended by District and County Council.	Regular reminder to councillors only to act, speak and write as individuals unless authorised at a meeting to do so on behalf of the council.
Councillors act out of self-interest	low	high	Regulations require councillors to declare interests and for these to be recorded, according to best practice recommended by District Council.	
Breach of confidentiality	medium	medium	Minutes clearly identify any confidential matters.	
Loss of IT records	medium	low	Paper records of crucial documents.	Undertake monthly backups to another device.
Loss of paper records	low	low	IT records sufficient to reinstate key paper documents. All deeds lodged with Record Office/Library.	
Financial fraud	low	low	Payments only possible by cheque, authorised and signed by two councillors. Online banking limited to read only, allowing councillors to monitor account activity. Cheque books held by clerk.	
Financial loss	low	low	Low risk investment strategy ie funds kept in bank account. Maximum value of assets £6,000. Only financial commitment is PWLB.	PWLB will be paid off March 2017.
Hacking of website	low	low	Does not carry sensitive or live information.	website is backed up on a private computer
Loss/damage to property	nil	nil	Council has no assets other than its bank balances	

NB. Council carries insurance as recommended by DAPC (Devon County Council)

K.C.V. Phillip
21st November 2016