TYDD ST GILES PARISH COUNCIL
GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person
1	Lack of forward planning and budgetary controls	Lack of direction and Prioritisations	M	H	In year budget reviews.	Quarterly	Unexpected expense	Clerk
2	Poor reporting to Council	Poor quality decision making. Council becomes ill informed.	M	H	Timely and accurate financial reporting.	Quarterly	Matter raised at meeting	Clerk
3	Loss of key staff	Failure in budgetary controls. Correspondence backlog.	M	H	Clear office procedures. Clear budgetary procedures.	Annually	Loss of staff member	Council
4	Failure to respond to electors wish to right of inspection	Loss of confidence. Loss of reputation.	L	L	Clear Standing Orders and Operating Protocols. Documented procedures to deal with enquiries from the public.	Annually	Approach by elector to Auditor	Clerk
5	Poor document control	Information not passed on in a timely manner. Deadlines missed.	M	M	Clear Standing Orders.	Annually	Major incident complaints	Clerk

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6	Ensure Council complies with law in particular Health and Safety Equal Opportunities Data Protection Human Rights Disability And Discrimination Employment Law	Fines and penalties from regulation bodies. Employee action for negligence or grievance. Loss of reputation.	M	H		Bi-annually	Following incident	Clerk
7	Ensuring all business activities are within legal power	Illegal expenditure.	L	H	Recording in the minutes the precise power under which expenditure is being approved.	Monthly	Review of minutes to ensure legal powers are in place, recorded and correctly applied.	Clerk
8	Council becomes dominated by one or two individuals or cliques form	Conflicts of interest. Pursuit of personal agendas. Decisions made outside Council.	L	H	Clear Standing Orders regarding conduct of meeting and conflict of interests.	Annually	Complaints Incidents at meetings	Chairman
9	Councillors benefiting from being on the Council	Affect reputation. Conflicts of interest.	L	M	Clear Standing Orders. Open system of payment.	Annually All meetings	Complaints from public	Council
10	Failure to register members interests	Member could make inappropriate gains.	L	M	Procedures in place for recording and monitoring Members Interests.	All meetings	Complaints about members	Councillors

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11	Lack of maintenance of Council owned property	High cost of repair. Injury to third party leading to claims. Damage to property.	M	H	Regular routine maintenance. Insurance cover.	Weekly	Unexpected incident	Councillors
12	Damage to third party, property or individual due to Service or Amenity provided	Claim against Council.	L	L	Public Liability Insurance. Regular checks of facilities. Ensure all amenities/facilities are maintained to appropriate levels.	As required	As reported Review of Insurance Cover Review of adequacy of insurance cover provided	Council
13	Loss of cash through fraud or dishonesty	Reduction in available funds.	L	H	Clear financial procedures. Adequate insurance cover.	Annually	On a Loss Review Insurance Cover (fidelity guarantee)	Clerk

Adopted May 2018

Re-adopted May 2024