

**RISK MANAGEMENT**  
**Chelwood Parish Council**

**Level of Risk**

		<b>Consequence</b>				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
<b>Likelihood</b>	A Almost Certain	High	High	Extreme	Extreme	Extreme
	B Likely	Medium	High	High	Extreme	Extreme
	C Possible	Low	Medium	High	Extreme	Extreme
	D Unlikely	Low	Low	Medium	High	Extreme
	E Rare	Low	Low	Low	High	High

## Risk Register

Category	Risk What and how can it happen	Consequence	Existing Controls	Consequence Rating	Likelihood Rating	Level of Risk
Financial	Loss of cash through theft or dishonesty	Claim on insurance	Regular bank reconciliation, independently reviewed Two signatories on cheques No petty cash Fidelity guarantee Insurance Ensuring the robustness of insurance provider Annual review of risk and the adequacy of cover	2	E	LOW
Financial	Banking arrangements	Claim on insurance	Regular bank reconciliation, independently reviewed	2	D	LOW
Financial	Budget not adequately set	Late payments	Ensuring adequacy of the annual precept Record approval of expenditure Online publication of items of expenditure over £100 Tracking income and expenditure against planned budget.	2	C	MED

Planning	No response	Complaint to ombudsman	Extraordinary meeting called so that response is timely. If there is not time to schedule a quorate meeting, responses will be canvassed by e-mail.	3	E	LOW
Planning	Inadequate response	Complaint to ombudsman	Response backed by reference to Local Plan and Parish Plan	2	D	LOW
Planning	Conflict of interest when giving opinion	Complaint to ombudsman	Register of Member's Interests in place, complete, accurate and up to date	3	D	MED
Consultations	Response not actioned before deadline		Extraordinary meeting called so that response is timely. Response may be canvassed by e-mail.	2	D	LOW
Consultations	Inadequate response		Response minuted Consultation document distributed to councilors before meeting for full consideration	2	D	LOW
Public	Request for access to council records	Complaint to ombudsman	Proper, timely and accurate reporting of council business in the minutes Online publication of minutes and agendas Model Code for Freedom of Information adopted	2	E	LOW
Public	Request to address the council on issues relating	Complaint to ombudsman	Public submissions taken before each full meeting of the council	2	E	LOW

	to the parish etc.					
Public	Audit	Complaint to ombudsman	Rights of inspection schedule displayed as appropriate Online publication of end of year accounts, annual governance statement, internal and external audit report	3	E	LOW