

Ennerdale & Kinniside Parish Council:

Risk Assessment April 2015

Review Date 2: May 2018

Review Date 4: May 2023

Review Date 1: May 2017

Review Date 3: May 2020

Item No	Risk	Type	Rating High/Med/Low	Action taken/ Mitigation	Notes
1	Loss or theft of Petty Cash	F	Low	None required	No Petty Cash held
2	Cheques bounce	F	Low	None required	Reserves included in budget
3	Personal accident to Councillors or Clerk when using PC property or on PC business	H&S	Med	Insurance taken for appropriate items. Amount of insurance kept under review.	Asset Register reviewed annually
4	Inadvertent use, or loss of, public funds through unauthorised or unprocedural transactions	F	Low	Financial regulations are followed.	
5	Cumberland Council significantly reduces precept	F	Low	Budget correctly prepared so all precepts are lawfully requested.	
6	Third party liability arising from Parish Owned Assets	F	Med	Insurance taken for appropriate items. Amount of insurance kept under review.	PC would seek advice & assistance from CALC
7	Funds kept in 1 bank account	F	Low	Nat West A/c kept under review	Funds not large
8	Unforeseen expenditure e.g. illness of clerk, failure of equip.	F	Med	Voluntary stand in to be used.	
9	PC incurs penalty charges because of procedural error	F	Low	Training offered to all employees and Councillors Procedural documents forwarded from CALC are distributed to all Councillors	
10	Theft of or damage to Smart SID	F	Med	SID covered by insurance.	Regular update reports
11	Loss of Clerk's computer & info.	F	Med	Back up to 2 memory sticks monthly and 1 kept away from Clerk's place of work	

Note: F = Financial. H&S = Health & Safety