

Orlestone Parish Council  
1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023  
Risk Management Analysis

| <b>RISK</b>                            | <b>PROBABILITY</b>        | <b>COUNTER MEASURES</b>   |
|--|---------------------------|---|
| Non Receipt of Income                  | Low (income is known)     | 99% of income either cheque or bank credit.   |
| Expenditure – overpaid                 | Low (error & fraud)       | Expenditure minuted, dual cheque signatories, documents initialled, bank reconciliations, fidelity insurance. |
| Asset Destruction/loss                 | Medium (Vandalism, Theft) | Observation, insurance, annual review.  |
| Loss of Asset Value                    | Low                       | Regular review and maintenance.   |
| Bad debts/write-offs                   | Low                       | Only significant debtors are HM Customs & Excise ref VAT returns.   |
| Unauthorised liabilities Generated     | Low                       | Standing Orders, documented controls, RFO review, Internal Audit, expenditure controls, insurance             |
| Public injury/safety                   | Medium                    | Safety reviews, community police officer, community warden, insurance   |
| Under-insurance                        | Low                       | On-going & annual review  |
| Insolvency                             | Low                       | Monthly budgetary review  |
| Ineffective Parishioner Communications | Medium/Low                | Notice-boards, Kentish Express, Website, Parish Magazine, Facebook Page                                       |
| Councillor/Clerk Injury                | Low                       | Safety First, Insurance   |
| Internal Control Breakdown             | Low                       | Documented controls, Internal Audit, annual risk assessment   |
| Records Loss/destruction               | Medium                    | Regular computer backup   |
| Major incident/disaster                | Low                       | Borough Disaster Plan, parochial networking   |
| Corruption                             | Low                       | Declaration of Interests, Public Transparency, Decisions made at Meetings only                                |
| Electoral Irregularity                 | Low                       | Statutory declarations, Ashford Borough Council control.  |
| Maladministration                      | Low                       | Regulatory compliance, decisions minuted, insurance.  |
| Statutory non-compliance               | Low                       | Councillors and Clerk reviews, SLCC & ABC guidance, current published local government text books.            |
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