

TPC Risk Assessment - Councillors acting as Officers

Issue	Potential Effects	Practical Risk *	Potential TPC Mitigations	Actions Agreed
1. Councillor acts as RFO ('not advised')	1. Difficulty in providing the objectivity required of a Clerk or RFO.	A Councillor may favour own projects and put other outcomes at risk.	Ensure full attendance/ quorate at meetings and ensure member input.	<i>Agreed at meeting 24/1/17</i>
2. Councillor acts as Clerk ('strongly discouraged')	2. Absence of professional expertise that a dedicated Clerk/RFO could be expected to bring	There may be legal or governance failures causing financial losses and/or fines.	Ensure skill sets of Councillors include a good level of administrative and financial abilities.	<i>Agreed at meeting 24/1/17</i>
3. Clerk acting as Chair ('very strongly discouraged')	3. Conflict of interest between role as Councillor (Chair) and Officer (ie Clerk/RFO)	In particular without an objective Clerk the Chair may drive matters without the challenge that a Clerk would bring.	Councillors acting as Officers are to consider both aspects of their role and to state which role they are exercising whenever necessary	<i>Agreed at meeting 24/1/17</i>
4. Dedicated Clerk/RFO (non-Councillor) ('advised')	4.a) Cost c £1500 per annum b) TPC becomes an employer with associated responsibilities and risks c) Need to ensure that the employee is qualified and competent	Disgruntled residents upset about level of precept and value-for-money. Councillor resignations, lack of sufficient Councillors. A variety of costs and risks around having an employee.	Do not appoint a paid Clerk for such a small Council.	<i>Agreed at meeting 24/1/17</i> <i>Volunteers have been invited.</i>

* Note that at the extreme, if challenged by a resident, the Council and its Members may be subject to inquiry.

Prepared by Cr. D.C. Belton
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