

**BPC Financial & Management Risk Assessment**

Readopted 06.06.2022 Minute Point: 22 (a) Reviewed: 07/11/2022 Meeting Point: 18 (b). Reviewed: 02/05/2023 Meeting Point: 25.

Category	Risk	Severity	Likelihood	Control/Mitigant	Regularity of check
<b>Business continuity</b>					
<b>1 Banking</b>	<b>Inability to make payments due to:</b>	High			
	1 Technical issue with bank		Low	2nd bank account with another bank	Annually
	2 Insufficient mandate holders		Med	Minimum 4 mandate holders	Annually
	3 Lack of cheques		Low	Spare cheque book to be ordered by Clerk once only 10 cheques remaining.	Annually
	4 Insufficient funds		Low	Retain min 25% precept (in 2nd a/c)	Annually
<b>2 Absence of clerk</b>	<b>Inability to perform key tasks due to lack of:</b>	Med			

	1 Access to laptop, email, website etc.		Med	Access details to be retained by at least one Councillor	Annually
	2 Knowledge of what is required (& when) & processes		Med	List of key tasks, dates, contacts and processes.	Annually
<b>3 Loss of key data/records</b>	<b>Inability to perform key tasks due to loss of core data/records</b>	Med	Med	Regular back up of key data stored off site (hard & soft copies)	6 monthly
<b>4 Meeting quorum</b>	<b>Insufficient Councillors to form a quorum</b>	Med	Med	Continuous recruitment	Annually
<b>Financial</b>	<b>Misuse of funds</b>	Med	Low	Payments agreed in accordance with Financial Regulations	Annually
				Two councillors required to authorise bank payments	Annually
				Regular bank reconciliation shared with council.	Monthly

				Checks carried out by councillors (as per Internal Control Checklist Rota)	Quarterly
				Internal and external audit	Annually
<b>Precept/Budget</b>	<b>Inappropriate Budget/precept request</b>	Med	Low	Budget based upon actual & expected income/expenditure & agreed by Council	Annually
<b>Expenditure</b>	<b>Expenditure in excess of available funds or Plan/Budget</b>	Low	Low	Actual expenditure vs Budget shared with Council	Quarterly
			Low	Monthly bank reconciliation	Monthly
<b>Income</b>	<b>Income due not received/claimed</b>	Low	Med	Log of sums due (& date) maintained by clerk. Insurance cover	Half yearly
	<b>VAT claim not made/made correctly</b>	Low	Low	As above & Internal and external audit checks	Annually
<b>Assets</b>	<b>Damage to PC owned assets &amp; resultant cost</b>	Med	Med	Regular check of condition logged in Asset register & issues reported/actioned	Quarterly
				Insurance cover	Annually
<b>Health &amp; Safety</b>	<b>claim due to failure/issue with:</b>			Insurance cover	Annually

<b>Public liability</b>	1 Defibrillator	High	Low	Regular (logged) inspection & maintenance programme	Annually
				Info re access (key/code) & usage made available	Annually
	2 Children's playground equipment	High	Low	Regular (logged) inspection by designated Councillor	Monthly
				Annual safety inspection by independent Playground specialist	Annually
	3 Closed cemetery walls & gates	High	Low	Regular inspection by 'expert'	Every 5 years
	4 Trees that are the responsibility of the PC	Med	Med	Maintenance of log of trees (including approx. height & distance from property)	Annually
				Regular (logged) inspection & tree surgeon every 3 years (min)	3 Yearly

	5 Events organised by, or in the name of the PC	Low	Low	Details to be fully documented & agreed before event takes place with relevant insurance &/or rules in place	Annually
	6 Allotments	Med	Low	Regular logged check in line with Risk assessment	Quarterly
<b>Regulatory/Compliance</b>					
<b>Council Powers/Policy</b>	<b>Council acts outside its legal powers</b>	Med	Low	Clerk ensures that PC doesn't act outside its legal powers + annual audit checks	Annually
	<b>Non compliance with PC Policies/Regulations</b>	Med	Low	Clerk ensures that PC adheres to its Policies/Regulations + annual audit checks	Annually
	<b>Councillors acting in personal interests</b>	Med	Low	Register of interest form completed. Declaration of interest at each meeting	Annually
		Med	Low	Councillors asked to declare gifts/hospitality. Register maintained.	Monthly

	<b>Legal action taken against PC or individual councillors</b>	Low	Med	Insurance to cover legal advice/costs	Annually
<b>Data breach</b>	<b>Fine and/or legal action as a result of sharing personal data</b>	Low	High	GDPR Training for council members & clerk	Annually
				Signed acknowledgement of, and adherence to, list of GDPR rules (all Councillors & clerk)	Annually
				Adoption of up to date data map completed by Clerk	Annually
<b>Human Resources</b>	<b>Non compliance with HR Policies/legislation</b>	Med	Med	Use of standard NCALC documents (when available)	Annually
				Advice from NCALC & external consultants (when required).	Annually
<b>Tax</b>	<b>Non compliance with HMRC/PAYE regulations</b>	Low	Low	PC registered as an employer & payroll services outsourced	Annually
<b>Pension</b>	<b>Non compliance with Pension requirements</b>	Med	Low	Advice from NCALC & external consultants when required).	Annually

<b>Contracts</b>	<b>Contract dispute (general)</b>	Med	Med	Clerk ensures that any works/contracts meets requirements & seeks external advice if required.	Annually
	<b>Contract dispute (grass cutting)</b>	Med	Low	Well defined contract in place. seek external advice if required.	Annually
				Regular inspection by Councillors	Monthly