

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. Reviewed 13/05/2024 Meeting Item:BPC/48/ 24-25.

Category	Risk	Severity	Likelihood	Control/Mitigant	Regularity of check
Business continuity					
1 Banking	Inability to make payments due to:	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
2 Absence of clerk	Inability to perform key tasks due to lack of:	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
3 Loss of key data/records	Inability to perform key tasks due to loss of core data/records	Med	Med	Regular back up of key data stored off site (hard & soft copies)	6 monthly
4 Meeting quorum	Insufficient Councillors to form a quorum	Med	Med	Continuous recruitment	Annually
Financial	Misuse of funds	Med	Low	Payments agreed in accordance with Financial Regulations	Annually

				Two councillors required to authorise cheques and letters/bank instructions. Internet bank payments submitted by Clerk and authorised by one councillor.	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
Precept/Budget	Inappropriate Budget/precept request	Med	Low	Budget based upon actual & expected income/expenditure & agreed by Council	Annually
Expenditure	Expenditure in excess of available funds or Plan/Budget	Low	Low	Actual expenditure vs Budget shared with Council	Quarterly
			Low	Monthly bank reconciliation	Monthly

Income	Income due not received/claimed	Low	Med	Log of sums due (& date) maintained by clerk. Insurance cover	Half yearly
	VAT claim not made/made correctly	Low	Low	As above & Internal and external audit checks	Annually
Assets	Damage to PC owned assets & resultant cost	Med	Med	Regular check of condition logged in Asset register & issues reported/actioned	Quarterly
				Insurance cover	Annually
Health & Safety	claim due to failure/issue with:			Insurance cover	Annually
Public liability	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
Regulatory/Compliance					
Council Powers/Policy	Council acts outside its legal powers	Med	Low	Clerk ensures that PC doesn't act outside its legal powers + annual audit checks	Annually

	Non compliance with PC Policies/Regulations	Med	Low	Clerk ensures that PC adheres to its Policies/Regulations + annual audit checks	Annually
	Councillors acting in personal interests	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
	Legal action taken against PC or individual councillors	Low	Med	Insurance to cover legal advice/costs	Annually
Data breach	Fine and/or legal action as a result of sharing personal data	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

Human Resources	Non compliance with HR Policies/legislation	Med	Med	Use of standard NCALC documents (when available)	Annually
				Advice from NCALC & external consultants (when required).	Annually
Tax	Non compliance with HMRC/PAYE regulations	Low	Low	PC registered as an employer & payroll services outsourced	Annually
Pension	Non compliance with Pension requirements	Med	Low	Advice from NCALC & external consultants when required).	Annually
Contracts	Contract dispute (general)	Med	Med	Clerk ensures that any works/contracts meets requirements & seeks external advice if required.	Annually
	Contract dispute (grass cutting)	Med	Low	Well defined contract in place. seek external advice if required.	Annually
				Regular inspection by Councillors	Monthly