

BPC Financial & Management Risk Assessment					
Meeting Point: 25. Reviewed 13/05/2024 Meeting Item:BPC/48/ 24-25. Next Renewal date: 12/05/2025. Reviewed & Agreed 12/05/2025 Meeting Item:BPC/29/2025. Reviewed and Agreed 07/07/2025 Meeting item: BPC/91/2025. Next Renewal date: May 2026.					
Category	Risk	Severity	Likelihood	Control/Mitigant	Regularity of check
Business continuity					
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
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
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
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
				Fidelity Insurance	Annually
				All expenditure to be approved at council meetings, following inclusion within the agenda for that meeting (open to public inspection).	Monthly
				Year-end accounts will be prepared by the RFO for circulation to the Parish Council following the financial year-end on 31 st March.	Annually
				Appointment of Independent Internal Auditor will be reviewed at the AGM in May of each year.	Annually

				Council to obtain employment references covering the previous three years for all new employees. Where employment references are not available, and having established an acceptable reason why, character references must be sought.	As required
				Clerk to claim expenses monthly	Monthly
				Financial Records will be inspected by the Internal Control Councillor on a quarterly basis. Details of their inspections will be recorded on the Internal Controls checklist and reported to Council at the next main meeting.	Quarterly
Risk of Accounting errors	Misuse of funds/misused payments/funds/fines	Med	Low	All financial documentation will be held by the Responsible Financial Officer, e.g. cheque books, paying in books, invoices, receipts, bank statements, VAT reclaim papers, electronic receipts and payments accounting system.	Daily
				Approved payments will be entered on the computerised receipts and payments system as soon as reasonably practicable.	Daily
				Receipts will be entered on the computerised receipts and payments system upon receipt and banked by the RFO as soon as reasonably practicable.	

				Bank statements will be reconciled with the computerised receipts and payments system.	Monthly
				VAT will be reclaimed at least annually.	bi-annually
				A receipt will be issued for all monies received by the Council, except items received through BACS.	As required
				Appropriate training to be provided for RFO as and when needs identified.	As required
				When authorising payments, Cllrs must cross reference the specific details provided on the Payment List with the payments waiting to be authorised.	Monthly
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
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	Serious injury, death or 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
		Med	Med	Regular (logged) inspection & tree surgeon every 3 years (min)	3 Yearly
	5 Events organised by, or in the name of the PC	Low	Low	Risk assement to be undertaken and doucmented before any public event. Details to be fully documented & agreed before event takes place with relevant insurance &/or rules in place	As required
	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). Payroll services, including pension provision/payments outsourced.	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
Employer's Liability	Risk of compensation claim from employee for malpractice or injury.	High	Low	Employers Liability insurance up to £10,000,000	Annually
				Contract of Employment issued to employee within 2 months of commencement of employment.	Within 2 months of commencement of employment
				Matters relating to employees to be discussed in confidence – (public and press to leave the meeting room as well as employee) and minutes recorded as confidential.	As required
				Appropriate training to be provided for all identified training needs necessary to carry out role.	As required
				The Clerk/RFO will raise any concerns about their working station and immediate working area (where working from home) with the council and action will be taken to reduce risks.	As required
				Appropriate equipment to be provided to ensure that employee can carry out role effectively and safely.	As required