

Nuneham Courtenay Parish Council

<https://nunehamcourtenay-pc.gov.uk/>

Risk Management

	Subject	Risk Identified	Risk Rating (HML)	Risk Management and Control	Review and Action	Responsible
1.	Precept	Income inadequate or excessive	L	Review payments against budget quarterly. Hold reserves to cover at least six months' payments. Prepare robust budget.	Review payments quarterly. RFO to present draft budget well in advance of precept deadline	Clerk/RFO, Council
2.	Banking	Inability to access statements, reconcile accounts and make payments	H	Keep bank mandate up to date	Review annually	Clerk/RFO, Council
3.	Financial control and records	Loss actual or by discrepancy	M	RFO to reconcile accounts monthly. Nominated councillor to reconcile accounts quarterly.	Approve signed quarterly bank reconciliations. Act on auditors' recommendations	Clerk/RFO, Nominated Councillor, Council

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				Annual audit		
4.	Annual return	Late or incomplete return	M	Approve annual return in line with auditors' timetable	Schedule Council meetings at appropriate dates with required reports	Clerk/RFO, Council
5.	Protection of assets owned by the Council	Loss or damage to assets	M	Maintain up-to-date register of assets. Check assets regularly, maintain properly and inspect annually. Carry out Portable Appliance Testing. Back up data regularly. Review risk and maintain adequate insurance cover	Review annually	Clerk/RFO, Council

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6.	Risk of damage to third party property or individuals, as a consequence of the Council providing services or amenities	Loss or damage or injury	L	Public Liability Insurance up to £10m. Contractors' liability cover to be minimum of £1m, except in cases where risks are higher	Check contractors' insurance prior to work commencing	Clerk
7.	Risks to Employees	Accident or injury	L	Ensure health & safety requirements met. Ensure employer's liability insurance up to £10m	Review annually Review insurance level annually	Chair Clerk, Council
8.	Risks to Councillors	Accident or injury on Council business	L	Limit Councillors' activities to acceptable low risk levels	Review insurance level annually	Clerk

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9.	Risks to Volunteers	Accident or injury on Council business	L	Check requirements and insurance levels. Public Liability Insurance up to £10m	Review as required Review insurance level annually	Clerk
10.	Employees	Legal/business	L	Ensure contracts are in place and payments are in line with national pay levels	Review annually	Chair, Council
11.	Transparency	Failure to publish required items in accessible formats	H	Publish items when required on website. Ensure website complies with accessibility regulations by deadline	Review current arrangements urgently and present recommendations	Council, Chair, Clerk, Volunteer
12.	Business risks	Various	L	Keep proper records. Meet statutory requirements. Annual audit.	Review Financial Regulations and Standing Orders annually	Clerk, Council

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				Ensure Council acts within its legal powers		
13.	Risks to Council	Legal challenges on Council procedures, expenditure and activities	L	Councillors and employees to register and declare interests as appropriate. Minutes demonstrate Council is acting within legal powers and own procedures. Complaints procedure in place	Review Council procedures annually. Review insurance level annually, including legal assistance	All Councillors, Council, Clerk
14.	Not enough councillors	There are only 106 houses in the village. It may not be possible to attract enough people to form a Council and	M	Councillors to connect with new residents and encourage them to get involved with the Parish Council	Ongoing	All Councillors

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		maintain a quorum				
15.	No Clerk/RFO	Unexpected resignation of Clerk/RFO. Inability to recruit to vacancy	H	Keep Job Description and Person Specification up to date to avoid delay in recruitment. Maintain membership of OALC to facilitate advertising. Clerk's contract provides for two months' notice	Review annually	Council

This risk assessment was re-adopted without amendment by Nuneham Courtenay Parish Council at its 2023 Annual Meeting on 9th May 2023.