

# 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.	Banking	Inability to access statements, reconcile accounts and make payments	H	Keep bank mandate up to date	Review annually	Clerk/RFO, Council
2.	No Clerk/RFO	Unexpected resignation of Clerk/RFO. Inability to recruit to vacancy	H	Ensure Business Continuity Policy is up to date. Keep Job Description and Person Specification up to date to avoid delay in recruitment. Maintain membership of OALC to facilitate advertising.	Review annually	Council

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				Clerk's contract provides for two months' notice		
3.	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 maintain a quorum	M	Councillors to connect with new residents and encourage them to get involved with the Parish Council	Ongoing	All Councillors
4.	Financial control and records	Loss actual or by discrepancy	M	RFO to reconcile accounts monthly. Nominated councillor to reconcile accounts quarterly. Annual audit	Approve signed quarterly bank reconciliations. Act on auditors' recommendations	Clerk/RFO, Nominated Councillor, Council

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5.	Annual return	Late or incomplete return leading to charges for reminder letters or External Audit	M	Approve annual return in line with auditors' timetable	Schedule Council meetings at appropriate dates with required reports	Clerk/RFO, Council
6.	Community Infrastructure Levy	Misuse of funds leading to requirement to repay. Failure to use funds within required period leading to requirement to return funds	M	Hold funds in restricted reserve. Remind Council of deadline for use of funds. Obtain and present to Council advice on eligibility of proposed use of funds	Ongoing	Clerk/RFO, Council

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7.	Protection of assets owned by the Council	Loss or damage to assets	M	Maintain up-to-date register of assets with photographs. 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
8.	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

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9.	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
10.	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
11.	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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12.	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
13.	Employees	Legal/business	L	Ensure contracts are in place and payments are in line with national pay levels	Review annually	Chair, Council
14.	Transparency	Failure to publish required items in accessible formats	L	Publish items when required on website. Ensure website complies with accessibility regulations	Review annually as part of Internal Audit	Clerk, Council
15.	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		
16.	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

This risk assessment was adopted by Nuneham Courtenay Parish Council at its meeting on 4<sup>th</sup> March 2025 [minute ref 24/146].