

POTTERSPURY PARISH COUNCIL - RISK ASSESSMENT - 2023-2024 APRIL 2024

Item	Hazard	Probability 1-5	Impact 1-5	Mitigation 1-5	Risk	Management of risk	Responsibility	Deadline	Checked by	Initials	Date Checked
RECEIPTS											
1	Precept	Not prepared	1	5	4	0.31	Prepare in time	Finance Working Group (FWG)	Dec	Clerk	
2	Precept	Not submitted	2	5	4	0.63	Check submission made on time.	Clerk	January	Chairman	
3	Precept	Not received	1	5	4	0.31	Check bank statement.	Clerk	April	Chairman	
4	VAT	Refund claim not submitted	2	3	4	0.38	Ensure claim made at least half yearly.	Clerk	Mar/Sep	FWG	
5	VAT	Not recovered	1	2	4	0.13	Check bank statement, confirm to Council.	Clerk	May/Nov	Chairman	
PAYMENTS											
6	Budgets	Expenditure higher than forecast	3	3	4	0.56	Monthly budget report	Clerk / FWG	Monthly	Chairman	
7	Budgets	Fraud, negligence	1	4	4	0.25	Monthly budget report	FWG	Monthly	Chair FWG	
8	Budgets	Extravagance	2	4	4	0.50	Monthly budget report	FWG	Monthly	Chair FWG	
9	Clerk's salary & expenses	Erroneous claim and/or payment	2	3	4	0.38	Check payment and expenses claims	IFCC	Monthly	Chairman	
10	Income Tax PAYE (if applic)	Erroneous calculation	2	3	4	0.38	Outsourced	IFCC	Monthly	Chairman	
11	Other payments	Irregular	2	4	4	0.50	Budget control	IFCC	Monthly	Chair FWG	
OTHER FINANCIAL											
12	Bank Accounts	Bank error	2	3	4	0.38	Check bank statements monthly	Clerk & IFCC	Monthly	Chair FWG	
13	Bank Accounts	Fraud	1	4	3	0.44	Examination of statements and bank reconciliation	Clerk & IFCC	Monthly	Chair FWG	
14	Staff irregularity	Fraud	1	5	3	0.56	Examination of statements and bank reconciliation	IFCC	Monthly	Chair FWG	
15	Staff irregularity	Fraud	1	5	3	0.56	Fidelity Guarantee	FWG	Monthly	Chairman	
16	Property, assets	Loss, damage	2	5	4	0.63	Physical checks by Councillors and reports.	Councillors	Monthly	Chair/Clerk	
17	Property, assets	Loss, damage	2	5	3	1.11	Insurance policy	Clerk	1st May	FWG	
18	Property, assets	Inadequate reserves against replacement	2	3	4	0.38	Adequate reserves for emergencies and ability to raise further funds	FWG	December	Chairman	
19	Contract discrepancies	Claim against Parish Council	2	4	3	0.89	Appropriate checks undertaken	FWG, outsourced as approp	As required	Chairman	
20	Contract discrepancies	Claim by Parish Council	2	3	3	0.67	Appropriate checks undertaken	FWG, outsourced as approp	As required	Chairman	
21	Third party injury, eg accident on PC-owned premises	Claim against PC	3	5	4	0.94	Public Liability insurance	Clerk & FWG	1st May	Chairman	
22	Insurances, including Fidelity, in accordance with schedule	Not renewed	1	5	4	0.31	Annual insurance check	Clerk & FWG	1st May	Chairman	
NON FINANCIAL											
23	Staff	Loss of Clerk	2	5	3	1.11	Handover notes, contacts lists, clear records	Personnel Committee	As required	Chairman	
24	Staff	Inappropriate action by Clerk	1	4	4	0.25	Ensure Clerk is adequately trained	Personnel Committee	Ongoing	Chairman	
25	Aggression	Aggressive behaviour against PC member(s) by e.g. parishioner	2	3	3	0.67	Village ethics	Chairman	Ongoing	Council	
26	Aggression	Aggressive behaviour by PC member(s)	2	4	3	0.89	Training. Code of Conduct	Council	Ongoing	Chairman	
27	Parish Council's reputation	Loss of parishioners' trust	1	5	4	0.31	Village ethics	Council	Ongoing	Chairman	
28	Councillor's skills & knowledge	Lack of compliance with regulations & procedures by Councillors.	3	4	3	1.33	Adequate training. Awareness of Standing Orders. Code of Conduct. Financial Regulations, etc.	Council	Ongoing	Chairman	
29	Councillors' decisions/actions	Inappropriate decisions or actions	3	5	3	1.67	Adequate training. Awareness of Standing Orders. Code of Conduct. Financial Regulations, etc.	Clerk	Ongoing	Chairman	
30	Inability to find new councillors	Council unable to fulfil obligations	4	3	3	1.33	Advertisement, communication, involvement with the community	Clerk & Councillors	Ongoing	Chairman	
31	Loss of records	No memory of previous actions, decisions etc	3	4	2	3.00	Paper to be kept in safe place, ie metal cabinet. Cloud	Clerk	Ongoing	Chairman	
32	Loss of meeting place	Nowhere to meet	1	2	4	0.13	Seek alternative suitable room.	Clerk	Ongoing	Chairman	

Adopted by Parish Council: 13th April 2011
 Reviewed by Parish Council: 14th March 2012, 13th February 2013,
 14th May 2014, 13th May 2015, 9th
 March 2016, 10th May 2017, 9th May
 2018, 8th May 2019, 13th May 2020,
 19th May 2021, 13 April 2022, 12 April
 2023. 10 April 2024