

Topic	Risk Identified	Potential Consequence	Likelihood	Severity score	Classification	Measures to be taken to Reduce/Minimise/Control Risk.
Income Precept	Not Submitted	5	1	5	Low	Full budget process in place Clerk/RFO to prepare budget annually in December Council consider budget annually in December Council determine precept annually in December Clerk/RFO notify PCC Dec/Jan
	Not paid by PCC	5	1	5	Low	Clerk/RFO to monitor and report to council Paid directly to bank account by BACS
	Inadequacy of Precept	5	1	5	Low	Clerk/RFO to present analysis of accounts report at every meeting. Council to review/compare budget to actual quarterly
Reserves - General	Ensure Adequacy	5	1	5	Low	Consider at budget meeting
Reserves - Earmarked	Ensure Adequacy	5	1	5	Low	Consider at budget meeting
Salaries/Wages	Wrong Salary paid	5	2	10	Medium	Clerks salary presented quarterly at meeting and approved. Analysis of accounts also approved
	Late submission of PAYE to HMRC	4	1	4	Low	Returns submitted quarterly. Analysis of accounts also approved.
VAT Reclaim	VAT not claimed correctly	4	1	4	Low	VAT reclaimed annually on HMRC website
Councillors Allowances	Over/under payment	4	1	4	Low	Analysis of accounts report to be reviewed at meeting and signed by chair
Assets	Loss/Damage	5	2	10	Medium	Insured against risks. Reviewed annually
	Risk or damage to third party property or individuals	4	2	8	Medium	Public liability insurance in place. Reviewed annually
	Asset Register	5	2	10	Medium	Update Asset Register annually
	Maintenance	5	3	15	High	Undertake repair and maintenance - ongoing
Consultations	Meeting of deadlines for response	3	4	12	High	Meetings arranged to ensure deadline met. Contact planning department to ask for extension if needed.
Document Security	Adequate facilities	4	2	8	Medium	Fire resistant cabinet. Electronic records stored in cloud. Deposit historical records with County archives.

Financial Records	Inadequate Records	5	1	5	Low	Financial records updated regularly and kept electronically
Minutes	Accurate and Legal	5	1	5	Low	Reviewed, signed and dated at following meeting
Code of Conduct	Adoption of code of conduct	5	1	5	Low	Code of conduct adopted by council and implemented

Assessment Criteria

Rating: Potential Consequence Score: 1-5
Likelihood of Happening Score: 1-5

Classification: 1-5 Low
6-10 Medium
11-15 High
16-25 Very High

Severity Level Score: Potential Consequence x Likelihood