Appendix 3 Risk Assessment - Unity Bank Commercial Multi-pay credit card and use of separate Fuel (credit) card by handymen

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Risk rating	Action by when?	Done
Poor account management/ fraud	Council Taxpayers of Buckden Unnecessary increased precept requirements	Credit card in name of RFO only Fuel card use restricted to designated Groundstaff - Shell garage Buckden only	Corporate Multi-pay Credit Card limit as per Financial Regulations and approved by Council. Fuel card limit to be reviewed annually in September – to be based on past fuel purchase values and frequency and so also to inform budget setting for the following year	Clerk, Signatories on Unity bank mandate	C3	Ongoing	Cards in use Paid in full monthly – no interest.
Poor account management/ fraud		Full balance on credit and fuel cards to be cleared monthly by direct debit	All receipts to be attached to the Corporate Multi-pay Card and Fuel Card statements	Clerk	C3	Ongoing	Completed monthly

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Risk rating	Action by when?	Done
Poor account management/ fraud	Council Taxpayers of Buckden Unnecessary increased precept requirements	Total card transactions to be shown on bank statement	All receipts for use of Unity Bank card to be retained with to bank statements	Clerk	C3	Ongoing	Monitor annually
Poor account management/ fraud		In the event of loss of the commercial multi-pay or Fuel cards, the card issuers to be notified to cancel the card and Police advised	Clerk to report card loss to Parish Council chairman To report to the Council's insurers if relevant to any potential insurance claim.	Clerk	C3	Ongoing	
Poor account management/ fraud		Fuel card agreed with defined limit, for purchase of fuel for BPC equipment only	Petrol/diesel invoices are issued direct to RFO; to be matched against expected spend and evidence from Groundstaff	Clerk	C3	Ongoing	Fuel card in place and checking systems operated by Clerk

Clerk's Signature ………………………… Date: …………………………..

Assessor's Signature ………………………… Date: …………………………….

Risk Rating Formula

<table>
<tr><th>Rate the hazard – severity and consequence</th><th>Rate the risk – likelihood</th><th>Notes</th></tr>
<tr><td>A
Death
Major Injury
Major damage or major loss to property/equipment
Major reputational risk</td><td rowspan="3">1.
Extremely likely to occur

2.
Frequent/often/likely to occur
Major injury
3.
Slight chance of occurring</td><td rowspan="3">A1 Unacceptable – must receive immediate attention to remove or reduce risk or stop work activity

A2/B1 Urgent – must receive attention as soon as possible to remove/reduce hazard or risk

A3/C1 Must receive attention to remove/reduce hazard or risk

B2 Should receive attention to remove/reduce hazard or risk

B3/C2 Low priority – remove/reduce hazard or risk after other priorities

C3 Very low priority – remove/reduce hazard or risk after other priorities</td></tr>
<tr><td>B
Injury lasting over 3 days
Damage to property/equipment
Potential reputational risk</td></tr>
<tr><td>C
Minor injury
Minor damage loss to property/equipment
Unlikely to cause risk to Council reputation</td></tr>
</table>

Buckden Parish Council Risk Assessment Financial Risk – Debit Credit Fuel Cards
Version Control Record

Version	Date	Author	Reason for update
Version 1	13th November 2018	Ramune Mimiene (Clerk) and Cllr Sue Ashwell (Chairman, Finance Advisory Group)	New Risk Assessment - adapted from Little Paxton assessment, with consent
Version 2	26th February 2020	Ramune Mimiene (Clerk) and Cllr Sue Ashwell (Chairman, Finance Advisory Group)	Debit and fuel cards have now been in place for 12 months. Risk Assessment updated to align with experience and current use.
Version 3	13 Apr 2021	Ramune Mimiene (Clerk), and Cllr Sue Ashwell (Chairman, Finance AG), approved by full PC	Change the multi pay card limit to £1, 000 (was £500 before)
Version 4	30 January 2024 Finance AG February 2024 Council	Ramune Mimiene (Clerk) Sue Ashwell , Chairman, Village Maintenance AG and Finance Advisory Group	Reviewed Financial risk assessments Appendices as a 'set'. For handover to new Finance AG Chairman Updated with actions taken and new processes put in place since the last review
Version 5	Annual May BPC	BPC	Nothing to review
Version 6	July BPC	BPC	Reviewed.