

## Risk Assessment Schedule

Rang: Potential Consequence Score: 1-5  
 Likelihood of Happening Score: 1-5  
 Security Level Score : Potential Consequence x Likelihood

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

Topic	Risk(s) Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to Reduce/Minimise/Control Risk
Sta	Insufficient to deliver service	5	4	20	Very high	Review Sta Structure. Employ temporary personnel until able to recruit.
	Loss of key personnel – Clerk through ill health, retirement, long term sickness or even death	5	3	15	High	Review sta structures, working hours, duties and responsibilities as a matter of urgency. Professional services of a Locum Clerk would be sought.
Meeting Locations  Blandy Hall and Council Office based in Brynriion and Laleston Community Centre	Adequacy Health and safety	5	1	5	Low	<p>Council meetings are usually held in Blandy Hall, Laleston. Due to COVID 19, council meetings have been held virtually using Microsoft Teams with a log in being provided for members of the public.</p> <p>Both premises and facilities therein are satisfactory from a health and safety, accessibility and comfort aspect for all attendees. Electrical Safety Checks and PAT Tests carried out. Fire Safety Risk Assessment are carried out. Fire Inspections undertaken with and report received and recommendations implemented. Alarm/Signs/Extinguisher serviced bi-annually Health and Safety Accident Reporting System implemented with near miss reporting encouraged.</p> <p>A Health and Safety Notice for both premises is provided and risk assessments for both are in place.</p>

Council Records	Loss through the5, <re, damage	5	1	5	Low	Clerk to ensure all minutes, accounts, important documents are kept safe and where appropriate on digital media. Weekly backups of all data onto digital media.
Documenta!on Security						
Precept	Not Submi,ed	5	1	5	Low	Full Budget process in place. Clerk/RFO to prepare budget annually in prepara!on for full council to consider and determine precept in November. Clerk/RFO to no!fy County Council in January
	Not paid by County Council	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 monthly reconciled accounts, all monthly Receipts and expenditure and <nancial summary to each Council mee!ng. On a quarterly basis council review/compare budget to actual spend.
Financial Controls and Records	Inadequate records leading to <nancial irregulari!es	5	2	10	Medium	Dedicate so5ware package for Community Council in use. Support agreement in force with provider. Financial records updated monthly, saved to Cloud and backed up to memory s!ck. Financial regula!ons reviewed annually. Annual internal and external audit. 2 signatures required for all cheques.
	Through the5 or dishonesty of Sta or Members	5	1	5	Low	Monthly bank reconcilia!ons are checked by an appointed member for veri<ca!on purposed in accordance with the council <nancial regula!ons. Clerk prepares a monthly schedule of payments which are reviewed and approved at full council.
Banking	Inadequate checks	5	1	5	Low	The Council has Financial Regula!ons that set out the requirements for banking, cheques and the reconcilia!on of accounts in a simple framework.
	Bank errors	5	1	5	Low	If the Bank does make an error when processing cheques and cash these are found when the bank accounts are reconciled on a monthly basis, any error is <del>immediately reported</del> immediately reported to the bank and

Cash	Loss through the 5 or dishonesty	5	1	5	Low	Cash and cheques are banked within 5 working days. Insurance cover is provided for integrity.  No petty cash currently used.
Salaries/Wages	Wrong Salary Paid	5	1	5	Low	All staff salaries are calculated by an external accountant. Salary payments are presented to Council monthly.
	Wrong Rate Applied	5	1	5	Low	Reconcile with minutes of National Agreed Rates for Clerks.
	Not Accounting for correct deductions of NI, Tax and Superannuation	5	1	5	Low	Independent Professional Payroll Company employed to process staff wages, including NI, Tax and pension contributions.
	Inaccurate recording of hours	5	1	5	Low	Staff undertake a time recording process which details work carried out along with time taken.
	Submission of PAYE records Payments	4	1	4	Low	Returns submitted monthly by payroll provider.
Councillors Allowances	Over/Under payments to Members	4	1	4	Low	Any payments made to councillors are recorded and published on the website and submitted to the Independent Remuneration Panel (IRP). All payments are made with current levels provided in the IRP Report.
VAT Payment Recovery of	Improper recording of input/output VAT	5	2	10	Medium	Dedicated computer software system in place and analysis sheet provided to local H.M. Customs and Excise in operation. Have access to County Council's VAT unit for assistance and guidance or engage the services of the One Voice Wales' VAT Consultant.
	Inability to meet quarterly submissions to H.M customs	5	1	5	Low	Systems in place to ensure compliance.
Annual Governance Return (AGAR)	Not submitted within time	5	1	5	Low	Clerk prepares a timetable for submission and ensure council are aware of the dates.

Borrowing/Lending	Council does not have any borrowings at present	1	1	1	Low	A policy will be required to be in place prior to any borrowing decisions
Investment Strategy	Council does not have any investments at present	1	1	1	Low	A policy would be required to be in place prior to any borrowing decisions
Reserves - General	Ensure Adequacy	5	1	5	Low	Considered during Budget SeEng process and reviewed throughout the year
Reserves - Earmarked	Ensure Adequacy	5	1	5	Low	Considered and allocated during Budget SeEng process and reviewed throughout the year.
Street Furniture and hanging baskets	Loss/Damage thereof	5	2	10	Medium	Regular checks are made on all equipment by sta. 6 monthly inspection of Hanging Basket Posts. Monthly inspection of Bus Shelters and wayside Seats.
Play parks and MUGA's	Loss/damage thereof	5	3	15	High	Maintenance contracts are in place for all playparks and MUGAs whereby any repair is undertaken as and when required.
	Failure to fulfil Service level Agreements	5	2	10	Medium	Clerk to monitor maintenance of all play parks and MUGAs in the ward area. Clerk to undertake periodical review of Work Sheet Registers.
Allotments	Allotment Allocation	5	1	5	Low	Updating of allotment Register - Ongoing
	Collection of charges	5	1	5	Low	No allocation of allotment plot until Clerk has received signed application form and fees. Invoices are provided in November requesting payment in January for the year.
	Review of Fees	5	1	5	Low	Annual Review of Charges in January by Council
	Banking of Fees	5	1	5	Low	Clerk/RFO to bank monies within 2 working days of receipt thereof.
Blandy Hall and Bryn'rion Community Centre	Hiring Charges/Collection	3	1	3	Low	Clerk/Facilities Officer to ensure that hiring applications are fully completed and signed for all casual hirers. Clerk/Facilities Officer to ensure that leEngs

						Clerk/RFO to issue invoices on a monthly basis. Receipts to be issued for cash payments
	Hiring Charges – Review	5	1	5	Low	Annual Review of charges in January by Council
Disability Discrimination Issues	Failure to identify and implement adaptations	5	5	25	Very high	Independent company has produced a condition survey which has identified required alterations/improvements to comply with legislation in both community halls. Work has been undertaken. Clerk to continually monitor legislation and advise Council accordingly.
Asset Register / insurance	Inaccuracy of register and inappropriate levels of insurance	5	2	10	Medium	An asset register is kept up to date and insurance is held at appropriate level for all items.
Legal Powers	Illegal Payment or Activity	5	2	10	Medium	All statutory powers to undertake work recorded in minutes. Ensure compliance with Standing Orders and Financial Regulations. Review of Standing Orders and Financial Regulations annually at annual meeting.
Minutes/Agendas/ Statutory documents	Accuracy and legality. Non-compliance with statutory requirements	5	1	5	Low	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. A draft copy of the minutes are produced and published within 7 days of the meeting taking place. Minutes are approved and signed at the next meeting unless there is a resolution made to defer approval until the following meeting. Minutes and agendas are displayed according to legal requirements.
Public Liability	Risk to third party, property or individuals	5	1	5	Low	Public liability insurance is in place to cover any potential claims from members of the public. Risk assessment of any individual event undertaken when required and insurances amended accordingly. All contractors/hall users must supply evidence of public liability insurance and relevant risk

Employer Liability	Non-compliance with employment law	5	1	5	Low	Employer's liability insurance is in place. Undertake ongoing training to ensure HR Commi,ee are aware of current legisla!on.
Personal Accident	Risk to councillors and employees	5	1	5	Low	Appropriate cover in place.
Fidelity Guarantee	Loss due to fraud or dishonesty	5	1	5	Low	Appropriate cover in place.
Freedom of Informa!on and Data Protec!on	Policy provision	5	2	10	Medium	The council has the following documents in place: A model publica!on scheme; GDPR Privacy No!ce; Informa!on and Data Protec!on Policy Document reten!on policy All policies are reviewed at the annual mee!ng.
Councillors	Councillors do not have the required knowledge to fulfil their roles	2	5	10	Medium	Allocate a budget for training and arrange for Councillors to attend OVW courses and other appropriate courses.
Clerk / Sta	Clerk and sta do not have the knowledge and skills required for the role	2	5	10	Medium	Invest in SLCC training and other suitable learning opportuni!es. Consider suppor!ng the Clerk to become CiLCA quali!ed.
Register of Members Interest, Gi5s and Hospitality	Iden!<ca!on of interest and recording of gi5s and hospitality	3	1	3	Low	Councillors have a duty to declare any interest at the start of the mee!ng or when a conflict of interest becomes apparent during a mee!ng. Register of Interest <le held by Council. Declara!on of O ce signed by all members and copies held by Council. Copies sent to the Commissioner for Local Administra!on in Wales.
Code of Conduct	Adop!on of Code of Conduct	5	1	5	Low	Code of Conduct adopted by Council and implemented. Employee code of conduct implemented.

