

## RISK ASSESSMENT SCHEDULE

### Assessment Criteria

**Rating:** Potential Consequence Score: 1-5  
 Likelihood of Happening Score: 1-5  
 Severity Level Score – Potential Consequence x Likelihood

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

Topic	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classi'tion	Measures to be taken to Reduce/Minimise/Control Risk
<b>Income Precept</b>	Not Submitted	5	1	5	Low	Full budget to be prepared by the RFO and presented to the finance committee by September – then presented to and ratified by full council in October at the very latest. Full Council to determine precept at the October meeting. Clerk/RFO to notify County Council by the first week of December of that same year.
	Not paid by County Council	5	1	5	Low	Clerk/RFO to monitor and report to Council Full council to meet immediately to discuss future risk and strategies for expenditure forecasts. Full council to continue to have an additional monthly meeting to review income, expenditure and other forecasts.
	Inadequacy of Precept	5	1	5	Low	Full council to hold an emergency meeting, to look at where deductions to the budgets can be made and/or where additional income can be made.
	Additional responsibilities levied upon the council by local authority / Welsh Government	4	3	12	High	The council would not accept any further responsibilities from the welsh assembly / local authority unless a full, detailed review of the councils position was first undertaken. If required, the community council would negotiate an appropriate precept increase or separate sum to ensure duties could be properly met by the community council.
Charges - Hall	Hiring Charges/Collection	5	2	10	Medium	Clerk to ensure that hiring applications are fully completed and signed for all casual hirers Clerk to ensure that lettings diary / online system is updated daily Invoices to be reconciled with hiring fees at the end of each month Clerk/RFO to issue invoices on a monthly basis Receipts to be issued for cash payments Full council to be notified of all hirers who are 3 months or more in arrears.
	Hiring Charges – Review	3	2	6	Medium	Annual Review of charges in January by Council to take effect from April of that year.
Loss of Money	Business Interruption	5	2	10	Medium	
	In Transit	2	2	4	Low	
	In Premises	3	2	6	High	
	In Safe or Strong Room	5	2	10	Medium	Cash on the premises should not exceed £2,000. In any case, this should only be for the shortest time necessary until the option to bank cash becomes available.

	Recording of spends / Auditing	4	3	12	High	All spends are to be approved at each ordinary meeting, in line with the Financial Regulations adopted by the council. Each spend is to be accompanied by a receipt or bank transaction print out, signed by two council signatories. The finance committee will internally audit all spends on a regular basis. The council will commission an external auditor annually to audit and report on its financial condition.
	Cheque Expiry	3	2	6	Medium	Cheques will be banked at least on a monthly basis. This will prevent a cheque expiring. Should a cheque expire, the RFO will contact the cheque issuer, and arrange a new cheque to be issued, with the expired cheque returned. The RFO must explain the reasons as to why the cheque was left to expire to full council.
	Through theft or dishonesty of Staff or Members	5	2	10	Medium	Fidelity guarantee of £80,000 (MB to check policy and update.) Only signatories are able to handle the council's finances, alongside the RFO / Clerk / Chairperson. Two signatures are required for all transactions. Only the Chairperson / Vice Chairperson and Clerk/RFO has access to online banking with all codes / passwords for computer and other internet sites changed upon any change of Chair.
Borrowing/Lending	Adequacy of finances to repay loan	5	1	5	Low	The community council will not borrow or lend money under any circumstance
Reserves – General	Ensure Adequacy	5	1	5	Low	Consider at each meeting of full council
Reserves – Earmarked	Ensure Adequacy	5	1	5	Low	Consider at each meeting of full council
Stock	Theft/Dishonesty of Staff	5	2	10	Medium	Caretaker to complete a full register of assets and stock for all council property.
	High Bar Wastage following events.	4	2	8	Medium	Alcohol and soft drinks are to be purchased on a 'sale and return' basis for events to minimise financial loss. Any left over stock that is not returned is accounted for and reported to full council. Left over stock is to be sold privately should it be unlikely to be sold within appropriate times.
<b>POD Team</b>	Failure to fulfil agreement	5	2	10	Medium	Discussed quarterly as part of full council agenda. Annual review of POD will be carried out, with any concerns or deficiencies recorded and discussed with the county council to rectify. Where risk is heightened, review of SLA will become quarterly as opposed to annually.
<b>Expenditure</b>						
Legal Powers	Illegal Payment or Activity	5	2	10	Medium	All statutory powers to undertake work recorded in minutes. Finance Committee to make recommendations to full council to ensure compliance with Standing Orders and Financial Regulations. Review of Standing Orders to be completed prior to the AGM and approved at the AGM. Financial Regulations will be monitored continually.
Salaries/Wages	Wrong Salary Paid	5	2	10	Medium	Paid employee's salary presented to Council monthly and Chairman to scrutinise details of claim. Any underpayment / overpayment will be rectified at the time of next salary payment. This can be paid sooner if approved by full council
	Wrong Rate Applied	5	2	10	Medium	Reconcile with minutes of National Agreed Rates for Clerks
	Not Accounting for correct	5	2	10	Medium	Clerk / RFO to calculate using approved software. All paid employees

	deductions of NI, Tax and Superannuation					will get a P60 at the end of each financial year. Any corrections will be rectified at the earliest opportunity when approved by full council.
	Inaccurate recording of hours	5	2	10	Medium	Employment committee to carry out spot checks of employee hours worked. If risk is heightened, formal clocking in process will be discussed with full council agreement.
	Submission of PAYE records Payments	4	1	5	Low	Returns submitted monthly. Audit committee to verify. Annual Return to be completed electronically
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
	Improper Identification of Non Business Activities	5	2	10	Medium	Have access to County Council's VAT unit for assistance and guidance
	Inability to meet quarterly submissions to H.M customs	5	1	5	Low	Systems in place to ensure compliance. Audit Committee to agree on compliance with time scales.
	Annual Reconciliation of quarterly returns	5	1	5	Low	
Financial Assistance	Legal Power to contribute	5	2	10	Medium	Compliance with section 137 of Local Government Act 1974.
	Compliance with Council Policy	5	1	5	Low	Clerk to email councillors annually or where there is a change in legislation, to notify all councillors of policies and procedures around finances.
	Overspend	5	2	10	Medium	Clerk/RFO to monitor monthly – Where an overspend is identified or foreseen, a special meeting will be convened to discuss areas where deductions can be made.
Councillors Allowances	Over/Under payments to Members	4	1	5	Low	Members to produce a receipt before payment can be made.
	Proper deduction of tax	5	1	5	Low	Audit to verify
<b>Councillor Training</b>						The council will have an appointed person to attend finance training.
<b>Other</b>						
Assets	Loss/Damage thereof	5	2	10	Medium	All valuables will be secured accordingly with 'need to have access' rights. Regular audits of council property within the halls and community will be carried out.
	Risk or damage to third party property or individuals	4	2	8	Medium	£6000, 000 Indemnity of Public Liability in place.
	Security of Buildings and Equipment	5	3	15	High	Community council have CCTV, Intruder and fire alarm systems.
	Asset Register	5	2	10	Medium	Update Asset Register annually
	Maintenance	5	3	15	High	Undertake repair and maintenance - Ongoing
	Unplanned / Emergency Maintenance	5	3	15	High	Annual budget takes into account unplanned maintenance. Should this surpass the assumed budget, the council would look at areas where savings could be made, i.e. cancelling / downscaling community events etc.
Staff	Insufficient to deliver service	3	3	6	Medium	Review Staff Structure – share responsibilities whilst situation is rectified.
Staff	Loss of key personnel –	5	3	15	High	Review staff structures, working hours, duties and responsibilities as a

	Clerk through ill health, retirement, long term sickness or even death					matter of urgency. The chair will assume the duties of the clerk, and may delegate non legislative requirements to councillors whilst a replacement clerk / RFO is sought.
Vehicles	Roadworthiness	5	2	10	N/A	The council does not currently own any vehicles. This risk assessment will be reviewed should this situation change.
	Failure to deliver services whilst van is off the road					
Consultations	Meeting of deadlines for response	3	4	12	High	The Chairperson will call a Special meeting where deadlines fall in between ordinary meetings.
Document Security	Appropriateness of existing facilities	5	4	20	Very High	All compliance certificates to be digitally stored where possible. Deposit historical records with County archives, with a receipt for handing to the archives stored digitally.
Financial Records	Inadequate Records	5	1	5	Low	All bank statements can be downloaded online.
Minutes	Accurate and Legal	5	1	5	Low	Reviewed, signed and dated at following meeting.
Register of Members Interest, Gifts and Hospitality	Identification of interest and recording of gifts and hospitality	3	1	3	Low	Register of Interest file held by Council and implemented. Declaration of Office signed by all members and copies held by Council. Copies sent to the Commissioner for Local Administration in Wales. (MB to check with clerk that he does this)
Code of Conduct	Adoption of Code of Conduct	5	1	5	Low	Code of Conduct adopted by Council and implemented. Employee code of conduct implemented. (do we have one).