

**Wenvoe Community Council**  
**RISK MANAGEMENT POLICY**

**1. INTRODUCTION**

- 1.1 The recognition and management of risk is vital to ensure the proper management of the Council's assets and resources and efficient discharge of its duties and responsibilities to the community. Risk assessment is a continuous process which the Council needs to keep under review and ensure continuous monitoring.
- 1.2 The Practitioner's Guide on Governance and Accountability requires Councils to identify risks which it faces and put in place a scheme designed to create the necessary awareness and actions required to reduce the threat or possibility of an action or event that can impact on the interests of the Council and in turn the community it serves.
- 1.3 Risk management is not a process which seeks to avoid risk completely, but it seeks to identify and assess risks on an individual basis by using a scoring methodology which identifies the severity of risk, the likelihood of it occurring and the impact if the risk was realised. Although each risk will have a different score rating, each of the risks will require an assessment of actions needed to minimise the risk.
- 1.4 The Plan which is appended to this policy identifies each of the risks that are considered to require attention as the impact of each on the Council would be of concern and in some cases could be extremely serious.
- 1.5 The Plan forms part of the internal control arrangements of the Council and will be used as part of the process of audit by the Council's Internal Auditor.
- 1.6 In most of the identified areas of risk the Council's insurance arrangements will apply such as in relation to public liability, employer liability, loss of money, fidelity guarantee, property damage, official's indemnity and loss or damage to equipment. The Council's insurers do however require the Council to adopt a process of risk management so that the exposure to insured risks is minimised.

- 1.7 An annual review of the plan in conjunction with the Council's insurance arrangements will be undertaken at the Annual Meeting of the Council.

## 2. **ASSESSMENT CRITERIA**

### 2.1 Rating and Classification of Risks

The rating and classification that is used in the Plan is as follows:

a) **Rating**

Potential Consequence Score: 1-5

Likelihood of Happening Score: 1-5

Severity Level Score: Potential Consequence x Likelihood

b) **Classification**

1-5 Low

6-10 Medium

11-15 High

16-25 Very High

## RISK MANAGEMENT PLAN

Risk Item	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to reduce, minimise or control risk
Precept	Not submitted by Clerk	5	1	5	Low	Established budget process in place with the Council, the Finance Committee considering the draft budget in January and Council approving the budget and precept in January of each year. Clerk/RFO to notify the Unitary Authority of the precept in January each year. Financial Comparison reports to be presented to the Finance Committee every quarter enabling it to assess income and expenditure against budget headings. Bank reconciliation reports to be presented to the Council monthly as an additional method of Councillors assessing the state of the Council's finances
	Inadequacy of the Precept	5	1	5	Low	
Rental Fees for Allotments	Rental fees are not received for every tenant in a timely fashion	4	1	4	Low	Clerk/RFO to invoice tenants by 30 September for the period 1 October for 12 months, as well as at intervals during the year when new tenants commence mid-term  Warning letters to be issued to tenants who fail to comply with tenancy conditions and where appropriate termination letters to be issued by the Clerk/RFO
	Tenants fail to meet conditions of tenancy agreements	3	3	9	Medium	
Loss of Money	Loss due to Fraudulent action by employees	5	1	5	Low	All payments authorised by Councillors against invoices. All expenditure approved by Council and accounts subject to internal audit and Council scrutiny. Clerk/RFO holds a Cash Register for recycling products supplied by the Vale of Glamorgan Council, cash is banked on a regular basis. All cash is stored in a locked cabinet. All cash received for hall hire is banked upon receipt
Reserves General	Inability to manage any unforeseen occurrences due to lack of cash flow	4	1	4	Low	Council policy to maintain a non-earmarked reserve of between 3 and 12 month's annual budgeted sum

Risk Item	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to reduce, minimise or control risk
Reserves Earmarked	Lack of availability of funding to meet planned commitments	5	1	5	Low	Annual budgeting process to designate earmarked funding requirement and allocated sums to be preserved through having an adequate level of un-earmarked reserves
Grounds Contract	Failure of contractor to meet the requirements of the Council	4	2	8	Medium	A detailed specification to be drawn up and jointly signed with the Contractor. Regular inspections of Council sites to assess the adequacy of the performance
Legal Powers	Council acting Beyond its powers e.g. ultra vires	5	1	5	Low	All decisions of the Council to be supported by the legal source of the power that is relevant. Advice of the Clerk/RFO to always be available
Salaries and Wages	Salaries and wages are paid at incorrect rates	5	1	5	Low	All wages and salary levels to be determined annually and recorded in the minutes. Internal Auditor requested to check that correct rates being paid
	Income Tax and NI not deducted and/or not paid to HMRC	5	1	5	Low	Basic PAYE Tools (RTI) used to process salary and wages payments and Clerk/RFO to deduct Tax/NI and pay quarterly to HMRC by direct debit. Finance Committee to monitor salary and wages payments in accordance with budget
Recovery of VAT	VAT not recovered from the HMRC	4	1	4	Low	Clerk/RFO to make a claim for reimbursement on a quarterly basis. Finance Committee to monitor receipt of VAT and Internal Auditor to check claims have been made as appropriate
Payment of Grants	Appropriate approved grant claims not submitted.	4	1	4	Low	Clerk/RFO to be responsible for processing grant claims and Finance Committee and the Internal Auditor that grant payments have been Received
Councillors Allowances	Allowances not paid in accordance with the IPRW's Scheme	4	1	4	Low	Clerk/RFO to ensure that all claims are appropriately submitted with Councillors being required to complete claim forms supported by receipts as appropriate

Risk Item	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to reduce, minimise or control risk
Training of Councillors	Councillors do not have the necessary skills and knowledge to perform their roles	4	2	8	Medium	Council to have a Training Plan and regularly review. Council to have an annual training budget and all Councillors be required to commit themselves to appropriate training
Availability of Staff	Main issue concerns Any long term Absence of the Clerk	5	2	10	Medium	Council to nominate one of its members to cover the essential duties on a non -remunerated basis. Access to SLCC's locum service or contact neighbouring Councils to see if cover can be provided by other serving Clerks
Play Area	Poor maintenance or unidentified damage to equipment could result in injury to users	4	2	8	Medium	Service Level agreement with Vale of Glamorgan Council who will organise regular inspections and an annual professional survey. Regular inspection reports supplied to the Clerk highlighting and repair work needed. Play equipment is suitably insured. Regular inspection by the Risk Assessment Committee
Cemetery	Inappropriate use	4	2	8	Medium	Regular inspection by the Cemetery Committee and corrective action taken as appropriate
Data Protection	Compliance with Data Protection Act 2018	5	2	10		Ensure that all aspects of compliance are completed, That Data Protection principles are observed, and data Retention policy is implemented
Information Security	Important Council Information held In hard copy and On computer is Lost or damaged.	5	4	20	Very High	Important hard copy data is stored in Office of Clerk Data held on computer is continually backed up using provided by The Cloud. All documents and/or programmes are also accessible via the Council laptop

<b>Risk Item</b>	<b>Risk Identified</b>	<b>Potential Consequence</b>	<b>Likelihood</b>	<b>Severity Score</b>	<b>Classification</b>	<b>Measures to be taken to reduce, minimise or control risk</b>
Financial Records	Financial Records are lost or damaged	5	2	10	Medium	Financial records are audited annually, files are then in the office of the Clerk or in a secure outbuilding. All transaction data and the cashbook are maintained on Scribe which is backed up on the computer
Health and Safety Assessments	Activities of the Council is Risk assessed and arrangements regularly monitored	5	2	10	Medium	Council has responsibility for ensuring that risk assessments are prepared by the Health and Safety Committee and regularly monitored
Code of Conduct	Members do not declare interests as required	4	3	12	High	Members to be trained in the Code of Conduct. All declarations to be completed using a designated pro-forma and the Declaration of Interests is published on the Council's website
Legal Claims	Claims are made in relation to Employment matters and from members of the public about the condition of Council amenities resulting in injury	5	3	15	High	Council models it as a good employer and follows all expected standards of good employment practice. Public liability and legal expenses insurance is in place. The Council has a range of employment policies in place (e.g. Grievance and Disciplinary procedures)

Dated: 20 November 2025 (to be reviewed at the AGM each year)..