

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
Income Precept	Not Submitted	5	1	5	Low	Full Budget process in place. Clerk/RFO to prepare budget annually in December. Finance Committee to consider budget annually in January Full Council to determine precept annually in January Clerk/RFO to notify County Council in February
	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 Financial Summary to Council meeting Finance Committee to review/compare budget to actual quarterly
Charges - Cemetery	Grave Allocation	5	1	5	Low	Updating of Burial Register - Ongoing
	Collection of proper internment charges	3	2	6	Medium	Finance Committee to Cross Check Receipts with Fees No Burials to take place until Clerk has received signed application form and fees.
	Review of Fees	3	2	6	Medium	Annual Review of Charges in February by Council
	Banking of Fees	5	1	5	Low	Clerk/RFO to bank monies within 2 working days of receipt thereof.
Loss of Money	Through theft or dishonesty of Staff or Members	5	2	10	Medium	Fidelity guarantee of £80,000. to increase to £100,000 and review annually in February
Reserves – General	Ensure Adequacy	5	1	5	Low	Consider at Budget Setting
Reserves – Earmarked	Ensure Adequacy	5	1	5	Low	Consider at Budget Setting
	Unidentified /Recording	5	1	5	Low	Identified at Budget Setting and Recorded in Final Accounts
Expenditure						
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 during lifetime of Council
Salaries/Wages	Wrong Salary Paid	5	2	10	Medium	Financial Committee to reconcile bank statements to payments made, quarterly
	Wrong Rate Applied	5	2	10	Medium	Reconcile with minutes of National Agreed Rates for Clerks
	Submission of PAYE records Payments	4	1	5	Low	Returns submitted monthly. Clerk provides self-assessment annually and audited by BDO.

VAT Payment Recovery of	Improper recording of input/output VAT	5	2	10	Medium	Dealt with via spreadsheet but reclaimed payments of VAT is minimal Review of VAT claims by Finance Committee
	Improper Identification of Non Business Activities	5	2	10	Medium	
Financial Assistance	Legal Power to contribute	5	2	10	Medium	Compliance with section 137 and other legislation
	Compliance with Council Policy	5	1	5	Low	Educate/Remind members of Policy
	Overspend	5	2	10	Medium	Clerk/RFO to monitor monthly
Councillors Allowances	Over/Under payments to Members	4	1	5	Low	Members declare annually no payments to members
	Proper deduction of tax	5	1	5	Low	N/A
	Maintain proper records	3	1	3	Low	N/A
Other						
Assets	Loss/Damage thereof	5	2	10	Medium	Ad hoc inspections post stormy weather on bus shelters, benches and playground equipment. Insure against all risks. Review annually.
	Risk or damage to third party property or individuals	4	2	8	Medium	£10,000,000 Indemnity of Public Liability in place. Review annually
	Maintenance	5	3	15	High	Undertake repair and maintenance - Ongoing
Staff	Insufficient to deliver service	3	3	9	Medium	Internal cover via other members
Staff	Loss of key personnel – Clerk through ill health, retirement, long term sickness or even death	3	3	9	Medium	As above, internal cover via other members. Insurance policy
Cemetery	Future Demand	5	1	5	Low	Adequate land available for at least 75/100 years in cemetery
	War Memorial	5	1	5	Low	Review condition
	Memorial Headstones (Safety)	5	1	5	Very Low	All headstones under 20 years. Annual health and safety inspection
	Stability of Boundary Walls, Trees and Hedges	5	2	10	Medium	Undertake inspection of all boundary fencing, walls and ornamental trees for stability.
	Condition of seats	5	1	5	Low	Undertake inspection of all seats for safety reasons.
Consultations	Meeting of deadlines for response	3	4	12	Medium	If deadline falls between monthly meetings, referred to Chair or Council Members via email
Document Security	Appropriateness of existing facilities	5	4	20	Medium	Adopted Standing Order policies. Documents backed up. Deposit historical records with County archives.
Financial Records	Inadequate Records	5	1	5	Low	Financial records updated monthly and kept on kept on cloud storage.
Minutes	Accurate and Legal	5	1	5	Low	Reviewed, signed and dated at following meeting.
Health and Safety Risk Assessment	Failure to identify	5	1	5	Low	Independent Health and Safety Consultant engaged to undertake risk assessment on playground. Ongoing.
Disability Discrimination Issues	Access to facilities	5	2	10	Medium	Ongoing review of leisure facilities
Register of Members	Identification of interest	3	1	3	Low	Register of Interest file held by Council and implemented. Declaration

Interest, Gifts and Hospitality	and recording of gifts and hospitality					of Office signed by all members and copies held by Council.
Code of Conduct	Adoption of Code of Conduct	5	1	5	Low	Code of Conduct adopted by Council and implemented.
Welsh Language Policy	Preparation of and Implementation of Policy	5	2	10	Medium	Policy in place and accepted by Welsh Language Board. Instantaneous translation facilities available at Council monthly meetings. Agenda produced bilingually. Letters received in Welsh replied in Welsh.