

## 5. RISK ASSESSMENT SCHEDULE

Revised and agreed at Council 21/1/19

### Assessment Criteria

<b>Rating:</b>	Potential Consequence Score: 1-5	<b>Classification:</b>	1-5 Low	
	Likelihood of Happening Score: 1-5		6-10 Medium	
	Severity Level Score – Potential Consequence x Likelihood		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</b> Precept	Not Submitted	5	1	5	Low	Full Budget process in place. Clerk/RFO to prepare budget annually in January Council to determine precept annually in January Clerk/RFO to notify 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 Financial Summary to Council meeting
Reserves – General	Ensure Adequacy	5	1	5	Low	Consider at Budget Setting
Reserves – Earmarked	Ensure Adequacy	5	1	5	Low	Consider at Budget Setting
<b>Expenditure</b>						
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	Clerk's salary presented to Council every month
	Not Accounting for correct deductions of NI, Tax and Superannuation	5	1	5	Low	Tax paid by TC NI not applicable as under threshold for 2 <sup>nd</sup> income
Financial Assistance	Legal Power to contribute	5	2	10	Medium	Compliance with section 137 and other legislation
	Overspend	5	2	10	Medium	Clerk/RFO to monitor monthly and current balance
Councillors Allowances	Over/Under payments to Members	4	1	4	Low	Only payment made is Mayor expense of £200 per annum.
	Maintain proper records	3	1	3	Low	Recorded in minutes and Mayor signs that he has received the amount.
<b>Other</b>						
Assets	Loss/Damage thereof	5	2	10	Medium	Informed if any damage to skate park

	Risk or damage to third party property or individuals	4	2	8	Medium	£5,000,000 Indemnity of Public Liability in place. Review annually
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	Asset Register	5	2	10	Medium	Asset Register reviewed annually
	Maintenance	5	3	15	High	Undertake repair and maintenance - Ongoing
Consultations	Meeting of deadlines for response	3	4	12	High	Special meetings arranged to consider planning applications (as reponse is required within 14 days)and other consultative documents falling in between normal monthly meetings.
Document Security	Appropriateness of existing facilities	5	4	20	Very High	Purchase fire resistant cabinet or investigate storage by electronic means Deposit historical records with County archives.
Financial Records	Inadequate Records	5	1	5	Low	Financial records updated monthly and kept on computer and USB.
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.
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.
Welsh Language Policy	Preparation of and Implementation of Policy	5	2	10	Medium	Agenda and minutes produced bilingually. Letters received in Welsh replied in Welsh. Complex documents translated by professional Translators. Clerk appointed bilingual.