



Llangynwyd Middle Community Council Risk Assessment (Adopted on: 10/02/2021)

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Community Council to identify any and all potential inherent risks. The Community Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable the Community Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its statutory duties.	L	To determine the precept amount required, the Council regularly receives budget update information. At the precept meeting, Council receives a budget report, including actual position and projected position to the end of year, with indicative figures or costings obtained by the Clerk. The Council then maps out the required monies for standing costs and projects for the following year, and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Bridgend County Borough Council. The figure is submitted by the Clerk in writing, who then informs Council when the monies are received.	Existing procedures adequate.



Financial records	Inadequate records. Financial irregularities.	L	The Council has Financial Regulations which set out the requirements.	Existing procedures adequate. Review the Financial Regulations when necessary.
Bank and banking	Inadequate checks. Bank mistakes.	L	The Council has Financial Regulations which set out banking requirements. Monthly reconciliation.	Existing procedures adequate.
Reporting and auditing	Information communication.	L	Finance and Accounts is always on the agenda, it is discussed/reviewed and approved at each meeting of full Council.	Existing procedures adequate.
Grants	Receipt of grant	L	The Council has Financial Regulations which set out requirements and procedures for receiving grants.	Existing procedures adequate.
Grants and support payable	Power to pay. Authorisation of Council to pay.	L	The Council has Financial Regulations which set out requirements and procedures; all such expenditure goes through the required Council process of approval, it is minuted and listed accordingly.	Existing procedures adequate.
Salaries and associated costs	Salaries paid incorrectly. Unpaid tax to HMRC.	L	The Council has Financial Regulations which set out requirements and procedures; all salaries and deductions are calculated by a reputable external provider, and paid accordingly by the Clerk.	Existing procedures adequate.



Employees	<p>Fraud by staff.</p> <p>Health and safety.</p>	L	<p>Council has met the requirements of the insurance policy regarding fraud.</p> <p>Council pays for a full Health and Safety service, and is adequately insured for all eventualities. Employees are provided with direction, safety clothing and equipment, and the training needed to undertake their roles.</p>	<p>Existing procedures adequate.</p> <p>Monitor health and safety requirements in 2022, but insurance annually.</p>
VAT	Reclaiming/charging.	L	The Council has Financial Regulations which set out the requirements; VAT126 Form is used to reclaim VAT.	Existing procedures adequate.
Annual Return	Submit within time limits.	L	The Annual Return is completed and submitted to the internal auditor within the time frame. The return with the auditor's report is then approved by Council for submission to external audit within the time frame.	Existing procedures adequate.
Legal powers	Illegal activity or payments	L	The Council has Financial Regulations which set out the requirements for payments. At the monthly meeting of full Council, under the agenda item for Finance and Accounts, all financial transactions are made available to Council, accompanied by the relevant bank statements.	Existing procedures adequate.



Minutes/agendas/ notices/statutory documents`	<p>Accuracy and legality.</p> <p>Business conduct.</p>	<p>L</p>	<p>Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements.</p> <p>Minutes are approved and signed at the next Council meeting.</p> <p>Agenda displayed according to legal requirements.</p> <p>Business conducted at Council meetings should be managed by the Chair.</p>	<p>Existing procedures adequate.</p> <p>Members adhere to Code of Conduct.</p>
Members interests	<p>Conflict of interests.</p> <p>Register of members interests.</p>	<p>L</p>	<p>Declarations of interest by members at Council meetings.</p> <p>Register of members' interests reviewed annually.</p>	<p>Existing procedures adequate.</p> <p>Members take responsibility to update register.</p>
Insurance	<p>Adequacy.</p> <p>Cost.</p> <p>Compliance.</p> <p>Fidelity Guarantee.</p>	<p>L</p>	<p>An annual review is undertaken of all insurance arrangements. Employers and employee liabilities are a necessity and covered by the policy. Compliance measures and fidelity checks are in place.</p>	<p>Existing procedure adequate.</p> <p>Insurance reviewed annually.</p>
Data protection	<p>Policy provision.</p>	<p>L</p>	<p>The Community Council is registered with the Data Protection Agency.</p>	<p>Ensure annual renewal of registration.</p>
Freedom of information	<p>Policy.</p> <p>Provision.</p>	<p>L</p>	<p>The Council will react as necessary to requests. To date, there have been no requests under FOI. The Community Council is aware that if a substantial request came in, it could create a number of additional hours work. The Community Council can request a fee to supplement the extra hours.</p>	<p>Monitor any requests made under FOI.</p>



PHYSICAL EQUIPMENT OR AREAS				
Assets	Loss or damage. Risk/damage to third party property.	L	An asset register is held and updated by the Clerk on an annual basis for insurance purposes. The Council also has adequate public liability insurance, and is covered for all eventualities.	Existing procedures adequate.
Maintenance	Poor performance of assets or amenities. Unsafe work by contractors/ damage to third party property.	L	All assets owned by the Community Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair or maintenance is actioned/authorised in accordance with the correct procedures of the Community Council. Proper procedures followed; risk assessed prior to work being undertaken, and a copy of the Contractor's insurance obtained.	Existing procedures adequate.
Notice Board	Risk of damage	L	The Community Council currently has one notice board. No formal inspection procedures are in place, but any damage or faults can easily be detected and reported to the Community Council for the Clerk to follow-up using the correct procedures.	Existing procedures adequate.
Meeting locations	Adequacy. Health & Safety.	L	The Community Council holds its meetings in the Village Hall; the venue is considered to have	Existing procedures adequate.



			appropriate/safe facilities for the Clerk, members and the general public.	
Council records - paper	Loss through: Theft. Fire damage.	L	The Community Council's paperwork is stored in a locked cabinet, in a locked office, in Maesteg Town Council's building. Archive material is held in Glamorgan Archives.	Damage (apart from fire or theft) unlikely, provision is adequate.
Council records – electronic	Loss through: Theft Fire damage Corruption of Computer.	L	The Community Council's electronic records are stored on the Clerk's Council laptop which she takes home with her. A reputable external provider backs-up the data daily	Existing procedures adequate
Website	Out of date. Hacked by third party.	L	A new website was built in 2020 to conform to new Government Legislation; the firm was recommended to Council by One Voice Wales. The same firm hosts the website and runs a WCAG compliance scan quarterly. The Clerk monitors the content regularly and it is updated by a reputable local web service.	Existing procedures adequate