

## Cerrig y Drudion Community Council – Risk Assessment 2024

**Definition of Risk Management** Risk is the threat that an event or action will affect an organisation's ability to achieve its objectives and successfully execute its strategies. Risk Management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

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

The approach taken for risk management is as follows:

Identify the areas to be reviewed.

Identify what the risk may be.

Evaluate the management and control of risk and record findings.

Review, assess and revise as necessary.

### FINANCIAL AND MANAGEMENT

Subject	Risk Identified	H/M/L	Management/control of risk	Review/assess/revise
Business Continuity	Council not being able to continue business due non-availability of clerk to organise meetings and oversee council business	M	Files and records are kept at the clerk's house. In the event of the clerk not being able to attend the meeting these are collected by one of the councillors. Minutes would be taken by one of the councillors in attendance. For longer term absences cover arrangements would need to be implemented and we	Consider a basic Business Continuity plan (requirement under the Civil Contingency act 2004). Ensure all council processes are followed.

			are in contact with other local clerks to provide cover.	
Insurance	Adequacy of cover Cost Compliance	L L L	Annual review of policy undertaken prior to renewal. Employer and employee liability is essential. Ensure Compliance processes are in place.	Review cover annually.  Review Compliance annually.
Data protection	Policy	L	Council is registered with the information Commissioners Office.	Ensure Annual renewal of registration.
Freedom of information Act	Policy. Responding to requests.	L M	The Council has a model publication scheme for local councils in place.	Monitor and report impact of request made under freedom of information.
Meeting locations	Adequacy – Health and safety	L	Meeting are held every 6 weeks at the Parish Room. Health and safety is considered adequate.	Existing procedure adequate.
Council Records Paper	Loss through theft, fire and Damage	L	Papers current and archived are securely stored at the clerk's home in a metal cabinet.	Damage or theft unlikely. Provision is considered adequate.
Council electronic Records	Loss through damage, fire or corruption of Laptop.	M	Records are stored on a computer that was purchased for the clerk.	Existing procedure is adequate.
Precept	Adequacy of precept	M	Sound budgetary management arrangements are in place and reserves are maintained to fund any extraordinary items not covered by the precept.	Budget update is reported at all Council meeting.
Banking	Bank account discrepancies	L	Council's financial regulations set out the requirements for banking and cheque reconciliations.	Existing procedure is adequate.

Minutes, Agendas and standing documents	Accuracy and legality	L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements. Minutes are approved and signed off at the next meeting.	Existing procedure is adequate.
	Non Compliance with Statutory requirements.	L	Business conducted at the council is managed by the chairman.	Undertake training of chair needed.  Ensure councillors adhere to the code of conduct.
Public liability	Risk to third party property or individuals	M	Insurance is in place, risk assessments of individual events is undertaken.	Existing procedure is adequate.
Employer liability	Non Compliance with employment law.	L	Undertake training and seek advise when needed.	Existing procedure is adequate.
Legal Liability	Legality of activities	M	Clerk Clarifies the legal position and takes advise when needed.	Existing procedure is adequate.
	Proper and timely reporting via minutes.	L	Council receives and agrees minutes at meeting.	
	Proper documents control.	L	Retention of documents policy in place.	Consider if this policy is needed.
Members interests	Conflict of interest	M	Councillors have a duty to declare any interest at the start of the meeting and formally fills in a form declaring and interest and is kept on file. Register of interests forms should be reviewed annually.	Existing procedure is adequate, whereby Councillors are reminded of this duty at the start of every meeting. Members to let clerk know of any changes.
Cash	Loss through theft or dishonesty.	L	Council has no petty cash or float. Any transactions by the clerk are fully backed up by receipt and reimbursed at each meeting.	Existing procedure is adequate.
Financial Control and records	Inadequate checks	L	Monthly reconciliations. 2 signatures on each cheque, initialled cheque stub and initialled invoices to validate the	Existing procedure is adequate.

			amount being spent, All financial commitments must be agreed by councillors before payment. Section 137 payments must be noted as such at the time of authorisation and recorded as such at that time.	
VAT	Reclaiming/charging	L	The council has procedures for claiming VAT.	Existing procedure is adequate.
Annual return	Not submitted within the time limit.	L	Annual return completed and signed by the council, submitted to the internal auditor for completion. Checked and sent on to the external auditor.	Existing procedure is adequate.
Cemetery-burials	Loss through fire or theft	L	All records are recorded and books are kept securely in a metal cabinet.	Existing procedure is adequate. Risk assessment recorded.
<b>LIABILITY</b>				
Legal powers	Illegal activity or payment.	L	All activities and payments made within the powers of the Community Council, resolved and clearly minuted.	Existing procedure is adequate.
	Working parties taking decisions	L	Establish Clear terms of reference.	Powers should be minuted. Monitor on a monthly basis.
<b>ASSETS</b>				
Assets	Loss or damage/risk/damage to third parties or to property.	L	An asset register is kept up to date and insurance is held at the appropriate level for all items. Regular checks are made on all equipment by members of the council or council employees within the scope of their job.	Existing procedure is adequate.
Maintenance	Poor performance of assets or amenities.	L	All assets are owned by the Community Council re regularly reviewed and maintained.	Existing procedure is adequate.
	Loss of income or performance.	L	All repairs and relevant expenditure for these repairs are authorised in	

	Risk to third parties	L	accordance with Community Council procedure. All assets are insured annually.	
Notice boards	Risk/damage/injury to third parties road side safety.	L	Community Council has 1 notice board situated in the village.	Existing procedure is adequate.
Street furniture	Risk/damage/injury to third parties road side safety.	L	All street furniture is clearly identified in the asset register, it is regularly inspected and maintained. Public liability insurance to cover third parties accident/injury.	Existing procedure is adequate.
Recreation Grounds and equipment	Injuries to third parties using recreation grounds and equipment.		The recreation grounds and equipment are clearly identified in the asset register. They are regularly inspected and maintained . Public liability insurance to cover third parties accident/injury.	Existing procedure is adequate.

ITEM	FREQUENCY OF REVIEW/INSPECTION	LAST REVIEWED	COMMENTS
Community Council Insurance Including Public and Employers liability Money and Fidelity guarantee Personal Accident	Annually	June 2023	
Assets Inspection	Annually		
Recreation Ground and Equipment	Annually		
Financial Matters Banking arrangements Insurance providers VAT Returns Completed	Annually Annually Annually	March 2024	New Financial Regulation Adopted,

Budget agreed, Monitored and reported	Annually		
Precept requested			
Payment requested	Annually		
Internal Audit	Annually		
External Audit	Annually	May 2023	
Internal check of financial procedures	Annually		
<b>Administration</b>			
Minutes properly numbered	Ongoing		
Asset register available/updated	Ongoing		
Financial regulations reviewed	Annually	May 2023	
Standing orders reviewed	Annually		
<b>Employers responsibilities</b>			
Employees terms and conditions	Annually		
Performance reviewed	Annually		
Contract of employment in place	Ongoing		
Contractors indemnity insurance	Ongoing		
Written arrangements with contractors	Ongoing		
<b>Members responsibilities</b>			
Code of Conduct adopted	Ongoing	May 2021	
Register of interest completed and updated	Ongoing		
Declaration of interest minuted	Ongoing		

The information given will be agreed annually by Cerrig y Drudion Community Council.

Signed.....

Dated.....

Chairman.....

Clerk.....

