

TALGARTH TOWN COUNCIL - RISK ASSESSMENT SCHEDULE (9 May 2018)

Assessment Criteria

Rating:	Potential Consequence Score: 1-5		Classification:	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
Income Precept	Not Submitted	5	1	5	Low	Full Budget process in place. Precept Sub Group to prepare budget annually in January. Full 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	Receipts and Expenditure and Financial Summary to Council meeting. Precept Sub Group to review/compare budget to actual half yearly.
Charges - Cemetery	Grave Allocation	5	1	5	Low	Updating of Burial Register - Ongoing
	Collection of proper internment charges	3	2	6	Medium	Burial 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 January by Council at Precept meeting.
	Banking of Fees	5	1	5	Low	Clerk/RFO to bank monies within 5 working days of receipt thereof.
Charges - Hall	Hiring Charges/Collection	5	2	10	Medium	Clerk to ensure that hiring applications are fully completed and signed for all casual hirers Clerk to ensure that lettings diary is updated daily Invoices to be reconciled with hiring fees Clerk/RFO to issue invoices on a monthly basis Receipts to be issued for cash payments
	Hiring Charges – Review	3	2	6	Medium	Annual Review of charges in January at Precept meeting.
Loss of Money	Business Interruption	5	2	10	Medium	Insured – Loss
	In Transit	5	3	15	High	Fidelity guarantee of £31,000.
	In Premises	5	3	15	High	Fidelity guarantee of £31,000.
	Private Residence of Member or Employee	5	3	15	High	Fidelity guarantee of £31,000.
	Through theft or dishonesty of Staff or Members	5	2	10	Medium	Fidelity guarantee of £31,000.

Borrowing/Lending	Adequacy of finances to repay loan	5	1	5	Low	Provision made in Annual Budget
		3	2	6	Medium	Policy in place Review Annually
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
Stock	Theft/Dishonesty of Staff	5	2	10	Medium	Half yearly stock check.
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	Clerk's salary presented to Council monthly and Chairman to scrutinise details of claim
	Wrong Rate Applied	5	2	10	Medium	Reconcile with minutes of National Agreed Rates for Clerks
	Not Accounting for correct deductions of NI, Tax and Superannuation	5	2	10	Medium	Current staff deductions by PAYE
	Inaccurate recording of hours	5	2	10	Medium	Payment at $\frac{1}{12}$ of annual rate
	Submission of PAYE records Payments	4	1	5	Low	Paid by Town Council following notification from The Powys Association of Town & Community Councils (PAVO) our Pay Service.
Allowances made payable to Members following the Publication IPRW's Annual Report	Uncertainty who might claim the monies and having insufficient funds	2	1	2	Low	To create a contingency figure in the Annual Budget to deal with any unexpected costs.
VAT Payment Recovery of	Improper recording of input/output VAT	5	2	10	Medium	Annual returns on Form 126, reconciled against Account Book.
	Inability to meet annual submissions to H.M customs	5	1	5	Low	Subject to annual audit.
	Annual Reconciliation of quarterly returns	5	1	5	Low	
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 to complete and verify standard attendance/claim form.
	Proper deduction of tax	5	1	5	Low	Audit to verify
	Maintain proper records	3	1	3	Low	Standard claim forms in place.

Other						
Data Protection Act 2018	Substantial fines if the Council was in breach of the Data Protection Act 2018	5	1	5	High	Endeavour to see whether appropriate insurance could be arranged but more importantly that the Act is fully implemented. (Note - No need now for a Data Protection Officer)
Assets	Loss/Damage thereof	5	2	10	Medium	Monthly inspection of Town Hall. Six monthly inspection of Churchyard. Six monthly inspection of community benches. Insure against all risks. Town Hall and Churchyard insured for replacement value. 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
	Security of Buildings and Equipment	5	3	15	High	
	Asset Register	5	2	10	Medium	Update Asset Register annually in April.
	Maintenance	5	3	15	High	Undertake repair and maintenance - Ongoing
Staff	Insufficient to deliver service	5	4	20	Very high	Review Staff Structure
Staff	Loss of key personnel – Clerk through ill health, retirement, long term sickness or even death	5	3	15	High	Review staff structures, working hours, duties and responsibilities as a matter of urgency.
Churchyard	Future Demand	5	1	5	Low	Adequate land available for at least 50 years in churchyard
	Memorial Headstones (Safety)	5	5	25	Very High	Continue safety tests on memorial headstones at St Gwendolines Churchyard on agreed cycle.
	Stability of Boundary Walls, Trees and Hedges	5	2	10	Medium	Six monthly inspection of all boundary fencing, walls and shrubs / trees for stability and excess growth.
	Condition of seats	5	1	5	Low	Undertake inspection of all seats for safety reasons.
Consultations	Meeting of deadlines for response	3	4	12	High	Planning Sub Group to consider planning applications and other consultative documents falling in between normal monthly meetings.
Document Security	Appropriateness of existing facilities	5	4	20	Very High	Investigate storage by electronic means Deposit historical records with County archives.
Financial Records	Inadequate Records	5	1	5	Low	Financial record Book updated monthly and copy kept on CD or floppy disc.
Minutes	Accurate and Legal	5	1	5	Low	Reviewed, signed and dated at following meeting.
Health and Safety Risk Assessment	Failure to identify	5	5	25	High	Independent Health and Safety Consultant engaged to advise Council
Disability Dis - crimination Issues	Failure to identify and implement adaptations	5	5	25	High	Independent Health and Safety Consultant engaged to advise Council
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. Copies sent to the Commissioner for Local Administration in Wales.
Code of Conduct	Adoption of Code of Conduct	5	1	5	Low	Code of Conduct adopted by Council and implemented.