

**Updated 21/03/23**  
**Review date 21/05/24**

## **RISK ASSESSMENT SCHEDULE LLANDYSILIOGOGO**

### **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><u>Income</u></b> Precept	Not Submitted	5	1	5	Low	Full Council to determine precept annually in December 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. Council to review the every year.
Reserves – General	Ensure Adequacy	5	1	5	Low	Consider at Budget Setting and whilst accepting the annual accounts
Reserves – Earmarked	Ensure Adequacy	5	1	5	Low	Consider at Budget Setting and whilst accepting the annual accounts
	Unidentified /Recording	5	1	5	Low	Identified at Budget Setting and Recorded in Final Accounts
<b><u>Expenditure</u></b>						
Legal liability arising from asset ownership/providing services to the public.	Risk of litigation should individual become injured or third party property damage	5	2	10	Medium	Public liability insurance
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	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 National Agreed Rates for Clerks
	Submission of PAYE records payments	4	1	5	Low	Returns submitted monthly. Annual Return to be completed electronically.
VAT Payment Recovery of	Improper recording of input/output VAT	5	1	5	Low	Internal Auditor / Chairperson to ensure that the RFO has claimed the correct amount so that it coincides with the yearly expenditure.

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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
Councillors Allowances	Over/Under payments to Members	4	1	5	Low	Any request must be presented to the full Council and paid inline with One Voice Wales guidelines.
	Proper deduction of tax	5	1	5	Low	Audit to verify
	Maintain proper records	3	1	3	Low	Standard claim forms in place.
<b>Assets</b>	Loss/Damage thereof	5	2	10	Medium	Monthly review of the Play area, Bus Stops, Road side benches. 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
	Asses Register	5	2	10	Medium	Update Asset Register annually.
Staff	Insufficient to deliver service	5	4	20	Very High	Review staff structure.
Consultations	Meeting of deadlines for response	3	4	12	High	Appoint executive board to consider planning applications and other consultative documents falling in between normal monthly meetings.
Document Security	Appropriateness of existing facilities	5	3	9	Medium	Store documents electronically using the cloud. Deposit historical records with County archives.
Financial Records	Inadequate Records	5	1	5	Low	Financial records updated monthly and kept on CD or floppy disc.
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	1	1	5	Low	Policy in place and accepted by Welsh Language Board. Instantaneous translation facilities available at all Council monthly meetings. Agenda produced bilingually. Press releases and advertising undertaken bilingually. Letters received in Welsh replied in Welsh. Complex documents translated by professional Translators. Bilingual corporate identity. 80% of permanent staff are fully bilingual and 86.66% of members are bilingual.