

BARMOUTH TOWN COUNCIL – CYNGOR TREF ABERMAW

RISK ASSESSMENT SCHEDULE

Submitted 27th. July 2010

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
<u>Income Precept</u>	Not Submitted	5	1	5	Low	Full Budget process in place. Clerk/RFO to prepare budget annually in November. Full Council to determine precept annually in December. Clerk/RFO to notify County Council in February
	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 finance report, All monthly Receipts and Expenditure and Financial Summary to Council meeting Council to review/compare budget to actual quarterly
Loss of Money	Business Interruption	5	1	5	Low	Low cash income
	Private Residence of Member or Employee	5	3	15	High	Not allowed
	Through theft or dishonesty of Staff or Members	5	2	10	Medium	Fidelity guarantee of £10,000 in place
Borrowing/Lending	Adequacy of finances to repay loan	5	1	5	Low	Provision made in Annual Budget
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 Stationary and office materials						
	Theft/Dishonesty of Staff	5	1	10	Low	All purchases recorded
SLA's	Failure to fulfil agreement	5	2	10	Medium	Clerk to monitor. Diary of work undertaken and when in place
	Loss of income	5	4	20	Very High	Clerk to monitor .

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	Council to agree rates after consultation with minutes of National Agreed Rates for Clerks
	False Employee	5	2	10	Medium	Finance Committee to undertake examination of PAYE records.
	Not Accounting for correct deductions of NI, Tax and Superannuation	5	2	10	Medium	Clerk self-employed and paid on invoice.
VAT Payment Recovery of	Improper recording of input/output VAT	5	2	10	Medium	Manual analysis sheet provided to local H.M. Revenue & Customs in operation.
	Improper Identification of Non Business Activities	5	2	10	Medium	Have access to County Council's VAT unit for assistance and guidance
	Inability to meet annual submissions to H.M Revenue & Customs	5	1	5	Low	Systems in place to ensure compliance. Finance Committee to agree on compliance with time scales.
	Annual Reconciliation of 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.
Training of Councillors						Training programme being provided in association with One Voice Wales)
Training of Clerk / Staff						Training programme being provided in association with One Voice Wales)
Other						
Assets	Loss/Damage thereof	5	2	10	Medium	Land on lease; skateboard park; minor street furniture; office equipment and Council regalia – insure against all risk. Review annually.

	Risk or damage to third party property or individuals	4	2	8	Medium	£5,000,000 Indemnity of Public Liability in place. Reviewed annually
	Security of Buildings and Equipment	5	1	5	Low	Monitor
	Asset Register	5	2	10	Medium	Update Asset Register annually
	Maintenance	5	3	15	High	Undertake repair and maintenance – Ongoing
Staff	Insufficient to deliver service	5	4	20	Very high	Monitor 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. Other professional services outsourced and used when required.
Consultations	Meeting of deadlines for response	3	4	12	High	Appoint sub committee 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	Purchase fire resistant cabinet and 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 CD with duplicate stored elsewhere.
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 report to hand and implementing recommendations. Ongoing
Disability Discrimination Issues	Failure to identify and implement adaptations	5	5	25	High	Independent Consultants engaged to identify alterations, improvements to comply with legislation. Report to hand and in process of undertaking work. Ongoing
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.
Welsh Language Policy	Preparation of and Implementation of Policy	5	2	10	Medium	Council Policy to transact all business in English. Translation facilities will be provided for Councillors and Visitors upon prior request.

27th. July 2010