

Penyffordd Community Council Risk Assessment 2023



Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action (if necessary)
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ASSETS

Loss or damage of physical assets owned by the Council.	Assets unable to be used. Expense of replacing assets.	M	L	An up to date register of assets. Adequate insurance of assets.	
The risk of damage to third party property or individuals as a consequence of the Council providing services or amenities to the public.	Risk of litigation should an individual or third party property become injured or damaged.	H	L	Public liability insurance. Regular maintenance of street lights by street lighting contractor. Routine Play Area Inspections by FCC. Christmas Lights inspected each year before installation by the Contractor. West View Wildlife Garden	To undertake a review of appropriate safety measures/signage will be required at the Wildlife Garden
Loss of cash through theft or dishonesty.	The Council may be unable to provide its services. Damage to reputation of the Council.	L	L	Internal financial controls/fidelity guarantee insurance/budgetary controls/ monthly Bank statement reconciliation reported to Council.	
Loss of Council Records	Loss through theft, fire and damage/damage to Council reputation	M	M	IT files are backed up weekly to a secure server. Where possible documents are stored in a lockable metal cabinet.	Archiving needs to be undertaken and files transferred to the Records Office.

FINANCE

Annual Return	Non-compliance with statutory deadlines for the completion/ approval/submission of accounts & other financial returns.	L	L	Current procedures more than adequate. Continue to ensure that all accounts and returns are completed and submitted by the deadlines.	
Banking arrangements, including borrowing or lending.	Loss of income through poor investment of funds. Bank charges incurred through unauthorised borrowing.	L	L	Regular bank reconciliations are carried out before each Council meeting. The budget is monitored each month and balances are transferred between the deposit account and current account.	.

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Keeping proper financial records in accordance with statutory requirements.	Qualification of accounts by external auditor.	H	L	Production of monthly payment listing which are incorporated within the minutes are signed by the Chairman of Council and/or Finance Chairman. Cheques payments to be signed by two bank signatories.	
Ensuring all business activities are within legal powers applicable to local councils.	Ultra-vires expenditure could lead to local elector challenge/ possible external auditor investigation / public interest report.	M	L	Compliance with Legislation, Monthly reporting to Council, detailed minutes, Internal & External Audit.	
Ensuring that all requirements are met under employment law and Inland Revenue regulations.	Fines for not meeting requirements. Liability for unpaid tax. Risk of legal action from employee.	L	L	The payroll function is effected by AVOW (Association of Voluntary Organisations in Wrexham). Payroll records are maintained monthly. All employees have contracts for employment.	
Ensuring that all requirements are met under Customs and Excise regulations.	Entitlement to reclaim of VAT for a period being lost.	L	L	VAT is analysed separately in the cash book. VAT invoices are retained. VAT returns are submitted annually.	
Ensuring the adequacy of the annual precept within sound budgeting arrangements.	The Council would not be able to meet its objectives due to lack of funds.	M	L	The Council set a budget annually in the January Meeting and is monitored through the year.	
Responding to electors wishing to exercise their rights of inspection.	An elector could complain if they are not able to exercise their right of inspection of accounts.	L	L	A notice is put up on Council notice boards & website notifying electors of their right to inspection of the accounts during the relevant inspection period.	
Supplier Fraud	There is evidence the risk of supplier fraud for organisations has increased substantially. The risks can be managed via appropriately robust policies and procedures.	L	L	<ul style="list-style-type: none"> • A rigorous change of supplier details procedure - where a supplier has purported to have changed their bank details always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email. • A periodic review of supplier accounts should also be undertaken to remove any dormant accounts. 	

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				<ul style="list-style-type: none"> The Council's bank uses 'Confirmation of payee' when making new online payments which checks the payee named, account number and sort code are correct. 	

COUNCIL

Members not aware of their responsibilities	Inefficient Council	M	L	Adoption of Standing Orders, Financial Regulations and Code of Conduct	
Member and Staff Training	Lack of knowledge could lead to poor decision making	M	M	Annual Appraisals are offered and undertaken for employees. The council produced and adopted a Training Plan 2022.	All Cllrs to complete a Training Self Assessment.
Proper, timely and accurate reporting of council business in the minutes.	The Council could be open to challenge if they do not have an accurate record of any decisions taken.	L	L	Minutes are taken at each Council meeting by the Clerk, these are properly numbered and are approved at the next Council meeting.	
Proper document control.	Increased fee from the internal auditor or external auditor if there is a poor audit trail.	L	L	All documents are filed. There is an audit trail from the cash book to supporting documentation.	
Register of members' interests & gifts & hospitality in place, complete, accurate & up to date.	Possible complaint by elector. Conflict of interests.	L	L	All members have adopted the code of conduct. A Register of Members Interests.	

**This risk assessment was reviewed and approved by the Council
at its Annual Meeting held on 10th May 2023**