

Y Felinheli Community Council

RISK MANAGEMENT POLICY

1. INTRODUCTION

- 1.1 In order to discharge the duties and responsibilities of the Community Council it is vital that the Council recognise and manage its assets. Creating a risk assessment and reviewing it is a continuous process that the Council requires to do to ensure continuous monitoring.
- 1.2 The Council requires to identify risks and put in place a process designed to create the necessary awareness and actions to reduce and mitigate the threat or the possibility of an action or event that can impact on the interest of the Council and the Community which it represents. (The Practitioner's Guide on Governance and Accountability).
- 1.3 Risk cannot be avoided completely, however a risk assessment process seeks to identify and assess each individual risk by using a scoring methodology which provides the severity of the risk and the likelihood of it happening and the impact of the risk if realised. Individual risks will have a different score rating and each risk will have individual actions required to minimise the said risk.
- 1.4 The Council's risks are identified in the table attached to this policy, the table also shows what actions are considered necessary to mitigate the risks.
- 1.5 The policy and the table format of the assessment form part of the internal control of the Community Council which will be used as part of the Council's Internal Auditor's procedure.
- 1.6 Most of the risks identified the Council's Insurance arrangements apply in relation to public liability employers' liability, loss of money, fidelity guarantee, property damage, officials indemnity and loss or damage to equipment. A risk assessment requires to be adopted by the insurers so that risks are managed and mitigated.

1.7 A review will be held annually at the Council's Annual meeting together with the annual renewal of the Council's Insurance.

2. **ASSESSMENT CRITERIA**

2.1 Rating and Classification of Risks

The rating and classification that is used in the Assessment is as follows:

a) **Rating**

Potential Consequence Score: 1-5

Likelihood of Happening Score: 1-5

Severity Level Score: Potential Consequence x Likelihood

b) **Classification**

1-5 Low

6-10 Medium

11-15 High

16-25 Very High

RISK MANAGEMENT PLAN

Risk Item	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Mitigating Measures to reduce, minimise or control risk
Precept	Not submitted by Clerk	5	1	5	Low	Budget process in being. Financial/Employment Committee to draft budget each November with recommendations provided to Council in December for Budget and Precept Approval. The Clerk/RFO will notify Gwynedd Council in January of each Year. Financial Comparison report will be provided not less than twice a year to enable comparisons to be made between the budget and actual receipts and payments. Bank reconciliations will be presented to Council each month.
	Inadequacy of the Precept	5	1	5	Low	
Hire Charges for Hall	Hirers fail to pay hire charges	5	2	10	Medium	Hiring system available on the website. Payment can be made directly to the bank. However, this system since the Covid restrictions has been suspended. Hiring is done via the Clerk. New Scribe system allows for invoicing to be done. Hiring terms and conditions on website. Hirers are informed of safe key access prior to the booked date.
	Hirers cause damage To hall	5	2	10	Medium	
Reserves General	Inability to manage any unforeseen occurrences due to lack of cash flow.	4	1	4	Low	Reserves are kept at around £15k and are not earmarked.
Litter picking equipment	Theft or damage	3	2	6	Medium	Equipment to be locked away in storage area on the Memorial Hall, s land when not in use. There is always the danger of a break-in but insurance is secured to cover losses.
Grounds Contract	Failure of contractor to meet the requirements of the contract.	4	2	8	Medium	Contract with Gwynedd Council for grass cutting (6 times annually). 3 year contract with Contractor for the Cemetery and Footpaths. A detailed specification with contractor. Inspections are

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						carried out periodically.
Legal Powers	Council acting Beyond its powers e.g. ultra vires	5	1	5	Low	All decisions of the Council to be supported by the legal source of the power that is relevant. Advice of the Clerk/RFO to be available at all times.
Salaries and Wages	Salaries and wages are paid at incorrect rates	5	1	5	Low	All wages and salary levels to be determined annually and recorded in the minutes. Internal Auditor requested to check that correct rates being paid.
	Income Tax and NI not deducted and/or not paid to HMRC	5	1	5	Low	Basic PAYE Tools (RTI) used to process salary and wages payments and Clerk/RFO to deduct Tax/NI and pay to HMRC by due dates. Financial and Employment Committee to monitor salary and wages payments in accordance with budget.
Recovery of VAT	VAT not recovered from the HMRC	4	1	4	Low	Clerk/RFO to make claim for reimbursement on an annual basis. Policy and Resources Committee to monitor receipt of VAT and Internal Auditor to check claims have been made as appropriate.
Payment of Grants	Appropriate approved grant claims not submitted.	4	1	4	Low	Clerk/RFO to be responsible for processing grant claims and Financial and Employment Committee to consider all applications and make recommendations to the Council. Grants considered in February of each year and paid in March.
Councillors Allowances	Allowances not paid In accordance with The IRPW's scheme	4	1	4	Low	Clerk/RFO to ensure payments are carried out in March of year.
Training of Councillors	Councillors do not have the necessary skills and knowledge to perform their roles.	4	2	8	Medium	Council to have an annual training budget and all Councillors be required to commit themselves to appropriate training. Training program to be issued by November 2022.
Council Assets (Hall)	Health and Safety Requirements are Not addressed	5	2	10	Medium	Hall Committee established to manage the Hall. Council's and they have established a strict regime for managing annual health and safety requirements (e.g. electrical inspections, fire extinguisher checks, fire risk assessment etc.). Clerk/ RFO regularly reports to the Committee on compliance with these requirements. Appropriate insurance in place.

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	Condition of Hall is not adequately maintained	4	3	12	High	Hall Committee inspects the condition of the hall on a continual basis. Hall Caretakers to report any Maintenance issues to the Clerk/RFO or Hall Committee's Chairman. Budget set annually to address non-urgent maintenance requirements.
Availability of Staff	Main issue concerns Any long term Absence of the Clerk	5	2	10	Medium	Council to nominate one of its members to cover the essential duties on a non -remunerated basis. Access to Scribe by a Councillor has been established. Guidance to be sought from SLCC and Onevoice Wales.
Litter Picks	Injury to Councillors And volunteers Involved in litter picks	5	2	10	Medium	Public liability insurance in place. Marshall appointed to supervise volunteers. Provision of litter pickers, gloves etc. and volunteers required to wear appropriate footwear. Warnings given about picking up glass and awareness of needle stick injuries. Risk assessment in Place.
Christmas Decorations	Connection to Electricity supply Does not comply With appropriate standards	5	3	15	High	Christmas lights are appropriately installed by Gwyl Y Felinheli. Qualified electrician employed to connect lights to trees.
Data Protection	Compliance with Data Protection Act 2018	5	2	10		Ensure that all aspects of compliance are completed, That Data Protection principles are observed and data Retention policy is implemented.
Information Security	Important Council Information held In hard copy and On computer is Lost or damaged.	5	4	20	Very High	Important hard copy data is stored in home of Clerk and archived files are kept in a Cloud arrangement. Member of ico.
Financial Records	Financial Records Are lost or Damaged.	5	2	10	Medium	Financial records are audited annually and files are then held at the Clerks home study. Scribe is now used by the Council
Disability Discrimination	Council's facilities Are not compliant With the legislative	5	2	10	Medium	The Council has an equality and diversity policy and attention is given to the needs of those with a disability such as access to the village hall, provision

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	Requirements.					of disabled toilets etc.
Code of Conduct	Members do not Declare interests as Required.	5	1	5	Low	Members to be trained in the Code of Conduct. all declarations to be completed using a designated pro-forma and the declaration of interests is to be published on the Council's website.
Welsh Language Act	The Council fails To comply with the Act.	4	1	4	Low	Council has adopted a Welsh Language Policy.
Legal Claims	Claims are made in Relation to Employment matters And from members Of the public about The condition of Council amenities Resulting in injury.	5	2	10	Medium	Council models it's as a good employer and follows all expected standards of good employment practice. members are trained in this area. Public liability and legal expenses insurance is in place. The Council has a range of employment policies in place (e.g. grievance and disciplinary procedures).
Damage to third party individuals	As a result of providing A service	5	2	10	Medium	Annual review of Insurance Policy in place. System or recording complaints and action taken
Damage to furniture and fittings of the Council	As a result of use by Relative persons	5	2	10	Medium	Insurance in place with annual review. Regular maintenance Annual PAT Only credited contractors used.
Insurance	Insolvency	5	1	5	Low	Reputable firm used Guidance from SLCC/Onevoice
Lost	Theft or dishonesty	5	2	10	Medium	Auditing procedures Annual review of Insurance Policy
Injury	Personal /attacks	5	2	10	Medium	Appropriate Cover in Insurance Policy Annual review of insurance cover.

Dated : May 2022 (To be reviewed at the Annual Meeting each year)..