

# **COEDPOETH COMMUNITY COUNCIL – ANNUAL RISK ASSESSMENT 2016/17**

## **1. RISK MANAGEMENT**

Risk Management is a systematic approach to minimizing the Council's exposure to risk. A risk management system includes various policies, procedures and practices that work in unison to identify, analyze, evaluate, address and monitor risk. Risk management information is used along with other corporate information, such as feasibility, to arrive at a risk management decision. Transferring risk to another party, lessening the negative affect of risk and avoiding risk altogether are considered risk management strategies. Examples of risk management practices include purchasing insurance, installing security systems etc.

## **2. IMPACT AND PROBABILITY**

**Probability** - A risk is an event that "may" occur. The probability of it occurring can range anywhere from just above 0% to just below 100%. (Note: It can't be exactly 100%, because then it would be a certainty, not a risk. And it can't be exactly 0%, or it wouldn't be a risk.)

**Impact** - A risk, by its very nature, always has a negative impact. However, the size of the impact varies in terms of cost and impact on health, human life, or some other critical factor.

The Probability and Impact in the table below are shown as either High (H), Medium (M) and Low (L).

The table contains six main headings:

- Assets
- Internal Control
- Finance
- Compliance with Legislation
- Council
- Other

**Helen Belton – Clerk to the Council**

IDENTIFIED RISK	POTENTIAL CONSEQUENCE OF RISK	ASSESSMENT OF IMPACT (H/M/L)	LIKELIHOOD OF PROBABILITY (H/M/L)	CONTROLS TO MANAGE RISK
<b>ASSETS</b>				
Maintain an up-to-date register of Assets and Investments	Assets not properly reflected in Balance Sheet	M	L	Asset Register in place
Loss or damage of assets owned by the Council	Unable to use assets/expenses of replacement	L	L	Adequate insurance of assets/liabilities etc.
Regular Programme of Maintenance for Council Buildings, storage containers <b>(NEW)</b> etc.	Averages out expenditure and maintains life of assets	M	L	Programmed Maintenance plan in place
Regular Testing for weight and condition of Christmas Lights <b>(NEW)</b>	Risk of damage to person or property	H	L	Work with professional companies to advise
Legal liability arising from asset ownership/providing services to the public	Risk of litigation should individual become injured or third party property damaged	M	L	Public liability insurance
Loss of cash through theft or dishonesty	Damage to Council reputation	M	L	Internal financial controls/fidelity guarantee insurance/budgetary controls/ monthly Bank statements reconciliation reported to Council
Loss of Council Records	Loss through theft, fire and damage/Damage to Council reputation	M	M	Important papers etc. are kept in a locked Fireproof safe and IT files are backed up daily.
Check structure of fire escape and mirrors in the Balcony Room	Insurance Claim	H	L	Public Liability Insurance and six monthly check of structure.
Annual Inspection of Street Lights	Potential Damage/Insurance Claim	M	M	Jones Lighting – carry out planned programme of Maintenance & inspection
Annual PAT(Portable Appliance Testing) of electrical equipment	Fire, electrocution etc.	H	L	Annual check.
Annual check of all steps and ladders	Slips, Trips & falls.	M	M	To effect suitable training.

Use of hazardous substances/flammable materials	Fire/skin irritation/breathing difficulties	M	M	To effect suitable COSHH training.
Memorial Park Gates/Entrance <b>(NEW)</b>				
<b>INTERNAL CONTROLS</b>				
Business Continuity	Council not being able to carry on business	H	L	Further develop a Business Continuity Plan
Financial Procedures	Work not effected on time	M	M	Financial Procedures and Policies are being developed
<b>EXTERNAL INFLUENCES</b>				
Snow	Disruption	M	M	Effect a strategy to clear the pavements and car park utilizing local JCBs.
Buildings secure <b>(NEW)</b>	Financial loss and material damage	M	M	Security cameras at strategic places and liaison with police
<b>FINANCE</b>				
Annual Return	Not submitted within time limit	L	L	New procedures more than adequate.
Risk of precept being inadequate	Council may not be able to meet its objectives due to lack of funds and in an extreme case run out of funds completely	M	L	Setting budget in support of the precept and monitoring throughout the year
Reserves	Adequacy	L	L	Current reserves more than adequate
Poor management of funds	Bank charges/loss of int.	L	L	Budgetary control/quarterly Bank statement
Expenditure being incurred which is not within legal powers available	Ultra Vires expenditure – illegal transaction/local electorate challenge/external audit investigation/public interest report	M	L	Compliance with Legislation, Monthly reporting to Council, detailed minutes, Internal & External Audit.
Online Banking	Unauthorized Access	L	L	Individual Password protection
Payroll/HM Revenues & Customs	Various statutory returns	L	L	The payroll function is effected by Wrexham County Borough Council under a service level agreement

VAT requirements not being met	Entitlement to reclaim VAT for a period being lost	L	L	Monthly VAT reclaim effected
<b>COMPLIANCE WITH LEGISLATION</b>				
Budget	Not set	L	L	Adequate Procedures in place
Employment Law requirements	Risk of legal action from an employee	H	L	Adequate policies and procedures in place.
Legal Powers	Illegal activity	L	L	Adequate processes which include Standing Orders etc.
Risk of a Complaint from an elector if a contract is not fairly awarded	External auditor investigation leading to increased audit fees/public interest report/damage to Council etc.	M	L	Standing Orders and financial regulations in place dealing with the award of contracts that are regularly reviewed
Annual Risk Assessment	Identification of potential risks facing the Council	M	M	Up to date Risk Assessment in place
First Aid Response Training including kits	To respond to emergencies	M	M	Effect immediate training for all employees. Booked. Purchase Defib
Defibrillator <b>(NEW)</b>				
Health & Safety Legislation	Non-compliance	M	M	Adequate procedures in place and fully documented
<b>COUNCIL</b>				
Members not aware of their responsibilities	Inefficient Council	M	L	Adoption of Standing Orders, Financial Regulations, Code of Conduct etc.
Adequate Insurance Cover for Members when making decisions	Potential Insurance Claims	M	L	Personal Liability Insurance.
Minutes/Agendas/Statutory Documents	Non-compliance/Accuracy/Legality	L	L	Fully documented
Members Interests	Conflict of Interest	L	L	Existing procedures adequate
	Register of Members Interests			
Member Training	Lack of knowledge could	M	M	Members keep up to date with any changes through the

	lead to poor decision making			Clerk's Report (monthly).
Sickness Cover for all Staff	Disruption to running of council, buildings or cemetery	M	M	Have contingency plan in place for all sickness cover including the clerk
<b>CEMETERY</b>				
Third Party Claims	Trip, Slip or Fall	M	M	All measures in hand – see note below.
Use of hazardous substances/flammable materials	Fire/skin irritation/breathing difficulties	M	L	The Cemetery Superintendent is trained to appropriate standards.
Uneven paving slabs and uneven paths	Trip, Slip or Fall	M	M	The Cemetery Superintendent monitors the risk.
<b>OTHER</b>				
Back up of Data	Loss of records	H	L	Back-up system in place.