

BUILTH WELLS TOWN COUNCIL



Risk Assessment Register (Reviewed 8th March 2022)

Assessment Criteria

Rating: Potential Consequence Score: 1-5
Likelihood of Happening Score: 1-5

Classification: 1-5 Low
6-10 Medium
11-15 High
16-15 Very High

Severity Level Score – Potential Consequence x Likelihood

Topic	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to Reduce/Minimise/Control Risk
Income						
Precept	Not Submitted	5	1	5	Low	Full Budget process in place. Clerk/RFO to prepare budget annually in December. Council to consider budget annually in December 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 quarterly Reconciled Accounts, Council to review/compare budget to actual quarterly
Loss of Money	Business Interruption	4	2	8	Medium	Insured – Loss
	In Transit	4	3	12	High	Insured for limit of £2500

Topic	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to Reduce/Minimise/Control Risk
	In Premises	4	3	12	High	Insured for £300
	Private Residence of Member or Employee	4	3	12	High	Insured for limit of £350
	Through theft or dishonesty of Staff or Members	5	2	10	Medium	Fidelity guarantee of £500,000
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
Rent Strand Hall	Tenant fails to pay	4	3	12	High	Legal Agreement by means of lease
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 annually.
Salaries/Wages	Wrong Salary Paid	3	2	6	Medium	Clerk's salary paid monthly via BACS. Agreed by Chairman and Council.
	Wrong Rate Applied	3	2	6	Medium	Reconcile with minutes of National Agreed Rates for Clerks
	Not Accounting for correct deductions of NI, Tax and Superannuation	5	2	10	Medium	PAYE Applies. N.I. and Tax taken from Salary. Council's contribution paid via standing order monthly.
VAT Payment Recovery of	Improper recording of input/output VAT	5	2	10	Medium	Internal Audit to check that proper records are kept.
	Improper Identification of Non-Business Activities	5	2	10	Medium	
	Inability to meet quarterly submissions to H.M.R&C	5	1	5	Low	Systems in place to ensure compliance Quarterly accounts received by Council.
	Annual Reconciliation	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 quarterly.
Inadequate Training of Councillors	Improper Decisions	5	2	10	Medium	Training of Councillors, majority decisions advice of TC&RFO
Inadequate Training of Clerk/Staff	Improper Decisions	5	2	10	Medium	Town Clerk to attend Regular Courses plus Staff Appraisal

Topic	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to Reduce/Minimise/Control Risk
Other						
Assets	Loss/Damage thereof	5	3	12	High	Bi-monthly inspection of Strand Hall. Insure against all risks. Strand Hall insured for replacement value. Review annually. Monitor conduct of Hirers.
	Risk or damage to third party property or individuals	4	2	8	Medium	£5,000, 000 Indemnity of Public Liability in place. Review annually
	Security of Buildings and Equipment	5	3	15	High	Annual Review-New locks & alarm system at Strand Hall.
	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	2	10	Medium	Review Staff Structure
	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. Other professional services outsourced as and when required.
Consultations	Meeting of deadlines for response	3	3	9	Medium	Mayor and Clerk to consider planning applications and other consultative documents falling in between normal monthly meetings and call an extraordinary meeting if necessary.
Document Security	Appropriateness of existing facilities	5	1	5	Low	Held at Bank. Deposit historical records with County archives.
Financial Records	Inadequate Records	5	1	5	Low	Financial records updated monthly and kept on 'Backup'.
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	Very High	Health and Safety to be reviewed by Council in respect of Strand Hall, Xmas Lights, Hanging Baskets & Three Bridges Walk and Groe Public Toilets.
Disabled Discrimination Act	Failure to identify and implement adaptations	5	2	10	Medium	Independent Consultants engaged as necessary.
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	Policy adopted by council and implemented.