**RISK ASSESSMENT 2024/2025**

**CAREW COMMUNITY COUNCIL**

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| **TOPIC** | **RISK IDENTIFIED** | **LEVEL OF RISK** | **MANAGEMENT OF RISK** | **ACTION** |
| **Precept** | Not set/ Not paid/ Inadequacy | Low | RFO/Council to prepare budget annually. Council to agree precept in January. Clerk to notify PCC in January.  PCC to pay directly into CCC account via electronic transfer. | Quarterly performance against budget presented to council to manage ongoing budget commitments and check any inadequacies. |
| **Accounts/ Financial Records** | Inadequate records/Fraud/ non-compliance with statutory deadlines for completion/approval/submission of accounts and other financial returns/non-compliance with internal audit requirements. | Low | Accounts for payment authorised by Council before payment. Two signatories required. Ensure all accounts and returns completed and submitted by due dates. Appoint internal auditor and appoint internal audit committee. | Review annually and monthly updates. |
| **Accessing Bank Accounts** | Fraud | Low | The RFO is a signatory, keeps account numbers/bank statements. | Bank statements presented at monthly meetings to check all transactions. |
| **VAT** | Not claimed | Med | VAT claimed periodically (quarterly or annually) | Management accounts to be presented to council. |
| **Reserves** | Adequacy | Low | Consider annually when setting budget | RFO and council |
| **Assets** | All assets properly accounted for and recorded in Asset Register | Med | Asset register to be presented to council annually – as part of accounts/insurance review | RFO to check annually and audit to be carried out. |
| **Salary/Wages** | Wrong salary/hours/rates  Not accounting correct NI and TAX | Med | Clerk paid in accordance with PALC payscale.  Payments to be evidenced in minutes  Annual review of clerks salary  Monthly submissions to HMRC | Members to verify |
| **Minutes** | Accurate and Legal | Low | Reviewed signed and dated following meeting | n/a |
| **Loss** | Consequential loss due to damage or third party action | Low | Review insurance cover | Annually |
| **Payments** | Unlawful payment or activity | High | Ensure compliance with Standing Orders and Financial Regulations.  Regularly review Standing Orders and Financial Regulations | Council to ensure compliance with regulations |
| **Legal Powers** | Illegal activity or payment | Med | Clerk to inform Councillors of training/education as to legal powers | Annual |
| **Register of Interests, Gifts and Hospitality** | Identification of interests and recording of any gifts | Med | Up to date register of interests maintained.  Declarations of interest to be documented/minuted.  Conflict to be addressed as appropriate | Up to date register available on website. Update following all meetings when necessary. |
| **Documents** | Security – appropriateness of existing facilities | Med | Electronic documents are backed up  Consider use of Dropbox | Archive any historical documents as and when required. |
| **Storage of data** | Loss of data- minutes/accounts/members’ details | Med | All data stored on Community Council computer hard drive. Passwords to be stored in locked cabinet at Clerk’s home. | Passwords to be change regularly.  Confidential documents to be stored in a locked facility. |
| **GDPR** | Failure to comply | Med | To ensure all appropriate steps are taken to monitor compliance by using the Toolkit provided by SLCC/One Voice Wales. | To work through GDPR toolkit to ensure all features are in place. |
| **Insurance** | Public liability/employer’s liability | Low | Check current insurance is adequate | Review annually |
| **Fidelity guarantee cover** | Financial loss | Low | Fidelity guarantee cover is provided for in Council’s insurance at an appropriate level for staff & members | Review annually |
| **Financial Records** | Inadequate records – failure to comply with Audit Regulations | High | Appropriate accounting and reporting mechanisms in place.  To ensure timely compliance with audit.  To store all financial related documents in a safe/orderly manner. | To work through the Finance & Governance Toolkit provided |
| **Clerk** | Loss of key personnel (Clerk) | Low | Annual staff appraisals are in place  Hours worked, health, stress, long term sick, lack of training. | Regular assessment of staff well-being needs to improve staff retention |
| **Staff** | Fraud by staff. | Low | Accounts verified monthly with bank statements. | Checked monthly. |
| **Disputes** | Compensation claims/Tribunals | High | Annual staff appraisals are in place. | Regular assessment of staff well-being needs to improve staff retention. |
| **Financial Assistance/Small Grants** | Legal power to contribute | Med | Grant policy in place  Councillors to be provided with list of powers available – Good Councillors Guide. Councillors to be aware of s137 limits  No grants or donations will be made outside of the Grants Policy. | Councillors to undertake relevant training with regards to understanding financial items |
| **Location of meetings** | Loss of meeting place. | Med | One hall currently available for meetings, alternative venue available if necessary.  Move to online meetings | Review availability annually |
| **Storage of paperwork inc minutes** | Theft, fire, loss, damage, inaccessibility | Low | Recent paperwork stored in Clerk’s home. Other documents could be stored in safe at Carew Memorial Hall. Use of digital cloud. | Identify place to store key documents/minutes and that they are accessible. |
| **Contracts** | Ensure continued value for money coupled with continuity of work. | Medium | Continue practice of seeking tenders for grounds maintenance every year by advertising in local press and issuing specifications and tender documents to contractors expressing an interest. | Review annually. |
| **Language English to Welsh** | Welsh version of docs requested. | Low | Clerk is a Welsh Speaker and will arrange for copy of Welsh version of documents as, when and if necessary. | Review annually. |

Signed ………………Simon Hosker-Hicks……………………… Chair

Date 11th February 2025