

LLANGYBI CC Risk Report 2022/2023

Topic	Potential Consequence	Assessment of Impact	Likelihood	Classification Low or High	Controls to manage risk/impact
Assets					
Maintain register of assets	Assets not reflected in balance sheet.	5	1	Low	Asset register to be kept and updated.
Loss or damage of assets	Unable to use/expense of replacement.	4	1	Low	Insurance
Loss of money through theft or dishonesty	Loss of funds for Community and damage to Council reputation.	3	1	Low	Public Liability insurance considered. Internal Audit undertaken. Sign off by 2 Councillors for all transactions.
Loss of Council records	Fire/damage to records/loss of information.	3	3	Medium	Papers should be kept in fire proof cabinet and IT records backed-up. New metal case bought for clerk to keep current paperwork in at home March 2020
Internal Controls					
Finance Procedures	Work not completed or recorded correctly/in time.	3	1	Low	Finance Procedures in place and followed. Financial Regulations Policy updated and approved May 2022 for the newly merged council.
Annual Return	Not submitted or incorrect.	5	1	Low	Budget, internal audit completed and regular finance updates to Chairman and Councillors. Double signature required for all transactions. External audit carried out each year. New Internal auditor will need to be appointed for 2022-23 for the new merged council.
Poor Management of funds	Bank charges, poor data, reputation.	3	1	Low	As above budget, audit and finance controls.

Salary/Wages	Clerk pay	3	1	Low	Community Council set up with HMRC as Employer. Community Council meets all HMRC requirements. Accountants Beverley and Williams organize all payslips and PAYE payments. LCC are members of One Voice Wales in order to ensure notified of any Clerk wage increases;using NALC salary scales as a guideline. Salary increases are in line with NALC guidelines – last increased March 2022 and backdated for the year. New hours were agreed for the clerk in May 2022 according to the extra workload as the new merged council.
Council					
Minutes, Agendas, statutory documents completed and communicated.	Non-compliance, accuracy, legality.	1	1	Low	Fully documented and noted on local notice boards and website. Standing Orders Policy was updated for the newly merged council and approved May 2022
Members interests	Conflict of interest registered at all meetings.	1	1	Low	Procedures in place. Councillors declare interest and leave the meeting accordingly.
Training	Lack of knowledge would impact on decision making.	1	1	Low	Training and briefings attended as required. Plus, existing work-based knowledge in place. 2019/20 – More Training opportunities now available via OVW. Cllr William attended a planning seminar Jan 2020. Training places are available for new councillors tbc
Councillors / Chairman recruitment	Suitable applicants considered fairly.	1	1	Low	Voting and interviews followed and documented fairly and consistently.
Code Of Conduct	Awareness and compliance of Councillors with Code of Conduct	3	1	Low	Code of Conduct Training De-brief session held in 2017. Code of conduct adopted and signed by all Councillors May 2022; Completed May 2019.

Finance Procedures	To document finance procedures for the Council	2	1	Low	Financial Regulations Policy was updated and approved by council May 2022
GDPR	Ensure all Councillors have full awareness and understanding of GDPR legislation.	5	1	High	GDPR discussed and an overview given during May 2018 meeting.
	Ensure compliance with all requirements of GDPR legislation, as applicable to the Llanhennock Community Council.	5	1	High	Data Protection Officer appointed and adopted by Councillors – Cllr Dean Suitable training for Cllr Dean to be found asap New GDPR policy to be agreed and adopted
GDPR Storage	Ensure storage of Community Council documents meets GDPR requirements.	5	1	Low	2019 - Lockable filing cabinet in place in Llanhennock village hall. March 2020- metal lockable file box bought for clerk to keep current paperwork in her home; also USB sticks purchased to back up all electronic data . Clerk makes regular back up of all data/ documents.
Succession Planning	Succession plans to be discussed for Chairman and Vice Chairman positions.	5	2	High	2022-23 – Cllr Rogers was elected as Chairman of the newly merged Llangybi CC and Cllr Marshall was unopposed as vice chair; approved by council in AGM May 2022

Key 1 – 5 scale for Assessment of impact and Likelihood (1 = low – 5 = high).

Signed by Chairman of Llangybi Community Council _____ (Cllr Rogers) DATE: 8/8/2022

Signed by Clerk to Llangybi Community Council _____ (Mrs D Davies) DATE: 8/8/2022