SEALAND COMMUNITY COUNCIL

RISK ASSESSMENT 2015/16

RISK	POSSIBLE CONSEQUENCE	Potential Impact H/M/L	Likelihood of Occurrence H/M/L	CONTROLS

Loss or damage to physical assets (including footway lighting columns and wayside seats.	**Unable to use assets.** **Expense of replacing assets**	**H**	**M**	**Adequate Insurance Cover – replacement costs provided by Flintshire Council for lighting.** **Up to date Asset Register** **Regular Maintenance Arrangements provided through the maintenance contract with Flintshire County Council** **In accordance with Council 's street lighting contract that Flintshire County Council Street Lighting Department will carry out an electrical test and inspection of 20% of all Council's street lighting assets each year and ensure that all are inspected within a five year rolling program as per the I.E.T Regulations.** **Weekly checks by the Clerk for all lights – seats and notice boards.**

Damage to third party property or individuals	**Risk of legal action arising from injury or damage to third party property**	**H**	**M**	**Public Liability Insurance** **Regular maintenance of Physical assets** **Adherence to safe working practices** **Weekly checks by the Clerk.**

Disaster Recovery and Business Continuity **Loss of computer based records and hard copy records**	**Council unable to provide services and meet its pubic requirements.** **Damage to reputation of Council**	**H**	**M**	**Council hasn't provided the Clerk with either a desktop or laptop computer** **Clerk has already had already purchased at his own expense two Hitachi external backup drives.** **Clerk undertakes weekly backups alternating using the backup drives.** **Clerk undertakes random test of the backed up data to ensure all saved correctly.** **One external hard drive is stored away from site at Clerk's main place of employment the other remains at his home for ease of access.** **The records on the Clerk's PC consist of minutes, agenda, letters, accounts and scanned documents of certain hard copy correspondence received.** **Most correspondence is actually done by email which can be accessed from any laptop / PC on the internet – the email**

Loss of cash through theft or dishonesty	**Council unable to provide services and meet its expenses** **Damage to reputation of Council**	**H**	**L**	**Fidelity Guarantee Insurance** **Internal controls to prevent and detect fraud** **Budgetary controls** **Regular reconciliation of bank statements to financial records**
Complaint that Contract is not fairly awarded	**Investigation by External Auditor leading to increased fees, public interest report**	**H**	**L**	**Standing Orders and financial regulations in place dealing with awarding of contracts**
Incurring 'ultra vires' expenditure	**Local elector challenge, District Audit investigation/Public Interest Report**	**H**	**L**	**Recording in the Minutes the powers under which non-routine and Section 137 expenditure is approved**
Inadequate precept	**Council unable to provide all its intended services and programmes.** **Council run out of funds**	**H**	**L**	**Establish budget and monitor throughout year**

Poor management of funds	**Bank charges** **Loss of Interest**	**L**	**L**	**Budgetary control** **Regular bank reconciliation**
Keeping proper financial records	**Council runs out of money** **Dishonesty by staff**	**H**	**L**	**Regular updating of receipts and payment ledger** **Regular bank reconciliation** **Sound Expenditure and Income policies in place** **Appointment of Internal Auditor**
Proper, timely and accurate reporting of Council business in the Minutes	**Unrecorded authorisation of action/ expenditure.** **Challenge by local elector.** **Investigation by external Auditor.** **Public Interest report**	**H**	**L**	**Prompt and accurate recording of the Minutes.** **Minutes submitted to next Meeting for receipt and approval**

Damage to footway lighting columns	**Cost of replacement of column** **Lack of service to public**	**M**	**L**	**Most damage is caused by third party vehicles from whom reimbursement is claimed**
Damage to wayside seats	**Replacement cost of seat.** **Reduced range of equipment for users**	**M**	**L**	**Most damage is low-level vandalism, which would fall below an excess figure**

Updated PR – April 2013
Council Approved 16th December 2013

This Policy was reviewed by Council at its meeting held on Monday 15th December 2014