

SEALAND COMMUNITY COUNCIL

RISK ASSESSMENT 2014/15

RISK	POSSIBLE CONSEQUENCE	Potential Impact H/M/L	Likelihood of Occurrence H/M/L	CONTROLS
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<p>Loss or damage to physical assets (including footway lighting columns and wayside seats.</p>	<p>Unable to use assets. Expense of replacing assets</p>	<p>H</p>	<p>M</p>	<p>Adequate Insurance Cover – replacement costs provided by Flintshire Council for lighting.</p> <p>Up to date Asset Register</p> <p>Regular Maintenance Arrangements provided through the maintenance contract with Flintshire County Council</p> <p>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.</p> <p>Weekly checks by the Clerk for all lights – seats and notice boards.</p>
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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.
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<p>Disaster Recovery and Business Continuity</p> <p>Loss of computer based records and hard copy records</p>	<p>Council unable to provide services and meet its public requirements.</p> <p>Damage to reputation of Council</p>	<p>H</p>	<p>M</p>	<p>Council hasn't provided the Clerk with either a desktop or laptop computer</p> <p>Clerk has already had already purchased at his own expense two Hitachi external backup drives.</p> <p>Clerk undertakes weekly backups alternating using the backup drives.</p> <p>Clerk undertakes random test of the backed up data to ensure all saved correctly.</p> <p>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.</p> <p>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</p>
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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