

# SEALAND COMMUNITY COUNCIL

## RISK ASSESSMENT 2022/23

The approach taken for risk management is as follows –

- Identify the areas to be reviewed
- Identify what the potential risks are
- Evaluate the management and control of risk and report findings
- Review asses and revise as necessary

| RISK   | RISK IDENTIFIED  | Potential Impact<br>H/M/L | Likelihood of Occurrence<br>H/M/L | CONTROLS  |
|--|--|---------------------------|-----------------------------------|---|
| Loss or damage to physical assets (including footway lighting columns and wayside seats. | Unable to use assets.<br><br>Expense of replacing assets | H                         | M                                 | <p>Adequate Insurance Cover – replacement costs provided by Flintshire County Council for lighting.</p> <p>Up to date Asset Registers</p> <p>Regular maintenance provided through the maintenance contract with Flintshire County Council</p> <p>Street Lighting, notice boards and seats are inspected on a regular basis by the Clerk with minor repairs attended to as and when required. Street Lighting is also inspected by the Council's Street Lighting Contractor Flintshire County Council and repairs / maintenance undertaken as required in accordance with the Council's maintenance contract.</p> <p>In accordance with Council 's street lighting contract that Flintshire County Council Street Lighting Department should undertake electrical tests and inspection of all Council's Street Lighting assets each year to ensure that meet the Flintshire's and I.E.T Regulations. The lighting is</p> |

|   |  |          |          |  |
|---|--|----------|----------|--|
|   |  |          |          | <p>also structural inspected on a regular basis by the Council's Street Lighting Contractor Flintshire County Council.</p> <p>Minimum of weekly checks undertaken by the Clerk for all lights – seats and notice boards.</p>   |
| Risk of supplier fraud for organisations. | Loss of funds                          | <u>H</u> | <u>M</u> | <p>Clerk to be alert to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information.</p> <p>Establish a rigorous change of supplier details procedure - where a supplier has purported to have changed their bank details always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email. A person should be authorised to approve a supplier bank account change after having reviewed the process undertaken to verify the supplier details change</p> <p>Periodic review of supplier accounts should also be undertaken to remove any dormant accounts. This reduces the likelihood of any old supplier information being used to secure fraudulent payments.</p> <p>Checking address and financial health details with Companies House.</p> <p>Checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account. Note SCC does not undertake on line payments</p> <p>Adequacy of insurance cover</p> |
| Public Liability and Employer Liability   | Adequacy of Cover; Cost and Compliance | H        | L        | <p>Annual review of policy undertaken prior to renewal.</p>  |

|  |  |   |   |  |
|--|--|---|---|--|
|  |  |   |   | <p>Employer and employee liability essential and in place.</p> <p>Ensure compliance processes are in place.</p> <p>Risk assessment process in place and reviewed on an annual basis.</p> <p>Clerk seeks advice from One Voices Wales / SLCC as and when required.</p>  |
| Damage to third party property or individuals  | Risk of legal action arising from injury or damage to third party property | H | L | <p>Public Liability Insurance is in place</p> <p>Regular maintenance of physical assets as outlined above.</p> <p>Adherence to safe working practices</p> <p>Weekly checks by the Clerk.</p>   |
| Data Protection                                | Non-compliance with Data Protection requirements                           | M | L | <p>Council is registered with the ICO</p> <p>Advice sought as appropriate from One Voice Wales, ICO and SLCC.</p> <p>Data Protection Officer in place but is not a statutory Data Protection requirement.</p> <p>Data Protection Policy adopted by council and on the council's web site and reviewed annually.</p> <p>Privacy Notice adopted by council and on the council's web site and reviewed annually.</p> <p>Information Asset Register agreed by council and on the council's web site and reviewed annually.</p> |
| Risk of a Data Breach and a fine from the ICO. | Personal data given accidentally to a third                                | H | L | <p>The Clerk's and Councillor's personal data – address, email address and telephone numbers (when provided)</p>   |

|  |  |   |   |  |
|--|--|---|---|--|
|  | party – Clerk's PC / laptop is stolen.   |   |   | <p>are held on the council's web site so are in the public domain.</p> <p>The council only holds contact information for other organisations that are in the public domain.</p> <p>Voluntary organisations when requested grants provide a copy of their bank statements. These are held securely by the Clerk and are not given to other parties.</p>   |
| <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> | H | M | <p>Council hasn't provided the Clerk with either a desktop or laptop computers – the Clerk has purchased his own. This arrangement changes with effect from 1<sup>st</sup> April 2022.</p> <p>All Council records are stored and kept up to on Microsoft One Drive.</p> <p>Clerk purchased at his own expense three 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>The external hard drives are stored at separate locations within his home.</p> <p>The records on the Clerk's PC consist of minutes, agenda, letters, accounts and scanned documents of certain hard copy correspondence received.</p> <p>Almost all correspondence is done by email which can be accessed from any laptop / PC on the internet – the email traffic is stored on the cloud by Google.</p> |

|   |  |   |   |  |
|---|--|---|---|--|
|   |  |   |   | <p>Clerk replicates all Sealand work at home on his personal PC and laptop so that he holds duplication of all work on the laptop and PC as well as two sets of backed up data and a copy on Microsoft One Drive.</p> <p>Historical Council records are held on deposit by the County Archivist – full list of held records is in one of the folders. A copy has of course been scanned and now held on both my PC / laptop and two external hard drives</p> |
| Loss of cash through theft or dishonesty        | <p>Council unable to provide services and meet its expenses</p> <p>Damage to reputation of Council</p> | H | L | <p>Fidelity Guarantee Insurance</p> <p>Internal controls to prevent and detect fraud</p> <p>Budgetary controls</p> <p>Regular reconciliation of bank statements to financial records</p>   |
| Complaint that Contracts are 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. Reviewed annually.  |
| Incurring 'ultra vires' expenditure             | Local elector challenge, District Audit investigation/Public Interest Report                           | H | L | Recorded in the minutes - all payments indicate the appropriate power under which the payment can be made,   |
| Inadequate precept                              | Council unable to  | H | L | Monthly budget monitoring throughout year and  |

|  |   |   |   |   |
|--|---|---|---|---|
|  | provide all its intended services and programmes.<br><br>Council runs out of funds                                  |   |   | quarterly bank reconciliations.   |
| Poor management of funds   | Bank charges<br><br>Loss of Interest  | L | L | Monthly budget monitoring throughout year and quarterly bank reconciliations.   |
| VAT  | Reclaiming  | L | L | Existing procedures in place.   |
| Annual Return  | Not submitted within the time limit   | L | L | Existing procedures in place to ensure the Annual Return is completed and signed by the council, submitted to the internal auditor for completion. Checked and sent to the external auditor.  |
| Financial controls and records.  | Council runs out of money   | H | L | Regular updating of receipts and payment ledger<br><br>Monthly budget monitoring throughout year and quarterly bank reconciliations.<br><br>Sound Expenditure and Income policies in place<br><br>Appointment of Internal Auditor on an annual basis. |
| Proper, timely and accurate reporting of Council business in the Minutes | Unrecorded authorisation of action/expenditure.<br><br>Challenge by local elector.<br><br>Investigation by external | H | L | Prompt and accurate recording of the minutes.<br><br>Minutes and agenda are displayed according to legal requirements. Notice Boards and on the Council's web site.<br><br>Minutes submitted to next meeting for approval.                            |

|                                    |  |   |   |  |
|------------------------------------|--|---|---|--|
|                                    | Auditor.<br><br>Public Interest report                         |   |   | Business conducted at the meeting is managed by the Council's chair.<br><br>Undertake training of the chair if needed.   |
| Members Intertest                  | Conflict of Interest   | M | M | Councillors have a duty to declare any interest at the start of the meeting – this is then recorded in the minutes.<br><br>Register of interest's process is restarted at the first meeting of the new council and is then kept under review.<br><br>Copies of the members interest from are held on the council's web site. |
| Damage to footway lighting columns | Cost of replacement of column<br><br>Lack of service to public | M | L | Most damage is caused by third party vehicles or vandalism from whom reimbursement would be actioned by the Council's insurers.<br><br>Appropriate insurance cover in place and reviewed on an annual basis including public liability.  |
| Damage to wayside seats            | Replacement cost of seat.                                      | M | L | Most damage is caused by third party vandalism from whom reimbursement would be actioned by the Council's insurers.<br><br>Appropriate insurance cover in place and reviewed on an annual basis including public liability.  |
| Damage to Notice Boards            | Replacement cost of notice board                               | M | L | Most damage is caused by third party vandalism from whom reimbursement would be actioned by the Council's insurers.<br><br>Appropriate insurance cover in place and reviewed on an   |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  | annual basis including public liability. |
|--|--|--|--|--|

This Policy was reviewed and approved by Council at its meeting held on Monday 15<sup>th</sup> November 2021.

P Richmond  
 Clerk and Responsible Financial Officer – November 2021