

# TREWERN COMMUNITY COUNCIL / CYNGOR CYMUNED TREWERN

## RISK MANAGEMENT

### Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

### Audit Commission – Worth the Risk: Improving Risk Management in Local Government (2001:5)

This document has been produced to enable the Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focuses approach to managing risk. The list is not exhaustive and the Council may wish to consider other risks not identified. The table below:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk, giving the likelihood that the issue could occur and the potential level of harm if it did
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required

Topic	Type of Risk	Internal Control
<b>Protection of physical assets owned by the Council</b>	L	<ul style="list-style-type: none"> <li>• YLL-2720448083 Zurich Insurance Plc <ul style="list-style-type: none"> <li>Bus shelter £9,375.54</li> <li>Street lights &amp; Posts £9,740.85</li> <li>Seats &amp; Benches £3,255.79</li> <li>Gates &amp; Fences £16,224.82</li> <li>Notice Boards £2,232.70</li> <li>Playground Equipment £96,967.07</li> <li>Other Ground surfaces £12,964.62</li> </ul> </li> <li>• Annual Review of Insurance cover and ensure Renewal premium is paid before the Renewal Date.</li> </ul>
<b>Risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public</b>	M	<ul style="list-style-type: none"> <li>• Public Liability covered by the above Insurance Policy.</li> </ul>
<b>Loss of cash through theft or dishonesty</b>	M	<ul style="list-style-type: none"> <li>• Bank statements checked and initiated by Chairperson.</li> <li>• Signatures of two out of three authorised Councillors. RFO does not sign cheques.</li> <li>• Cheques to be written before signing, with full supporting documents present.</li> </ul>

<b>Legal liability as a consequence of asset ownership</b>	L	<ul style="list-style-type: none"> <li>Public Liability covered by the above Insurance Policy.</li> <li>Up to date register of assets kept by the RFO.</li> </ul>
<b>Maintenance of amenities and equipment</b>	H	<ul style="list-style-type: none"> <li>Bi-annual review of contracts for maintenance of play areas and grassed areas.</li> <li>Annual play area inspection by RoSpa.</li> </ul>
<b>Banking arrangements</b>	M	<ul style="list-style-type: none"> <li>Monthly bank reconciliation's – reviewed by Internal Auditor yearly and Bank statements signed by Chairperson monthly.</li> <li>Standing Orders and Financial Regulations - reviewed annually.</li> <li>Requirement to report all payments to Council for approval.</li> <li>Cheques are written before signing, with full supporting documents present.</li> <li>Bank reconciliation carried out on the receipt of each statement.</li> </ul>
<b>Keeping proper financial records in accordance with statutory requirements</b>	M	<ul style="list-style-type: none"> <li>Regular scrutiny of financial records and proper arrangements for the approval of expenditure.</li> <li>Signatory initials on Cheque stubs.</li> </ul>
<b>Ensuring all business activities are within legal powers applicable to local councils</b>	L	<ul style="list-style-type: none"> <li>Recording in the minutes the precise powers under which expenditure is being approved.</li> <li>Appropriate training offered to Clerk/RFO and Councillors.</li> </ul>
<b>Ensuring that all requirements are met under employment law and Inland Revenue regulations</b>	M	<ul style="list-style-type: none"> <li>All employees registered for PAYE.</li> <li>Salary payments to be checked against minutes and PAYE calculations to be verified by Internal Audit annually.</li> <li>Compliance with the Pensions Regulator under the Pensions Act 2008.</li> </ul>
<b>Ensuring that all requirements are met under Custom and Excise regulations</b>	M	<ul style="list-style-type: none"> <li>Regular returns of VAT within prescribed time limit.</li> </ul>
<b>Ensuring the adequacy of the annual precept with sound budgeting arrangements</b>	L	<ul style="list-style-type: none"> <li>Regular budget monitoring statements and maintaining adequate reserves.</li> <li>Detailed budget report presented to Council for consideration in December/January meeting.</li> <li>Continue to ensure all expenditure is within legal powers.</li> </ul>
<b>Proper, timely and accurate reporting of council business in the minutes</b>	L	<ul style="list-style-type: none"> <li>Minutes properly numbered and paginated with a master copy kept in safe keeping.</li> <li>Minutes signed and dated by Chair on approval at following meeting.</li> <li>Minutes published on Trewern website.</li> </ul>
<b>Responding to electors wishing to exercise their rights of inspection and in relation to Freedom of Information Act</b>	L	<ul style="list-style-type: none"> <li>Documented procedures to deal with enquiries from the public.</li> </ul>

<b>Meeting the laid down timetables when responding to consultation invitation</b>	L	<ul style="list-style-type: none"> <li>Documented procedures to deal with responses to consultation requests.</li> </ul>
<b>Proper document control</b>	L	<ul style="list-style-type: none"> <li>Documented procedures for document receipt, circulation, response, handling and filing.</li> </ul>
<b>Register of member's interest and gifts and hospitality</b>	M	<ul style="list-style-type: none"> <li>Procedures in place for recording and monitoring members interest and gifts and hospitality.</li> <li>Adoption of codes of conduct for members and employees.</li> </ul>
<b>Investment Income</b>	L	<ul style="list-style-type: none"> <li>Review level of Reserves and Bank Interest Rates.</li> </ul>
<b>Location of meetings</b>	L	<ul style="list-style-type: none"> <li>Meetings are held at Middletown Village Hall and Trewern Community Centre alternately – which have disability access. The premises and facilities are considered to be adequate for the Clerk, Councillors and members of the public who attend.</li> </ul>
<b>Business Continuity</b>	L	<ul style="list-style-type: none"> <li>In the event of the RFO being indisposed, the Chairperson is to contact One Voice Wales for advice. RFO to ensure that records are up to date and available if cover is needed.</li> </ul>
<b>Council Records</b>	L	<ul style="list-style-type: none"> <li>Any papers that are required to be kept for more than three years and papers less than three years old, minutes and finance books which are still being used are stored at the home of the RFO.</li> </ul>
<b>Council Records (electronic)</b>	M	<ul style="list-style-type: none"> <li>The Council's electronic records are stored on the RFO's computer. Back-ups of the files are taken at monthly intervals and stored in Dropbox. The RFO's computer is protected by McAfee Anti-Virus.</li> </ul>
<b>Insurance</b>	L	<ul style="list-style-type: none"> <li>An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement.</li> </ul>
<b>Clerk</b>	L	<ul style="list-style-type: none"> <li>A contingency fund has been established to cover recruitment, additional subscription costs and training for an unqualified Clerk. The requirements of Fidelity Guarantee insurance must be adhered to. The Chairperson completes a check of invoices prior to monthly meetings. Clerk should be provided with relevant training, reference books, access to assistance and legal advice. Clerk to be aware of the publication of new editions of reference books.</li> </ul>

<b>Annual Return</b>	L	<ul style="list-style-type: none"><li>• Annual return is completed and signed by the Council, submitted to the Internal Auditor for completion and signing, then checked and sent on to the External Auditor within the time limit.</li></ul>
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Trewern Community Council adopted this Risk Management at its meeting on:

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Signed:.....Date:.....

Print Name:.....

Position:.....

Version No:.....

Review Date = Annual

Amended or Reviewed	Date	Version No	Who
Approved			