

Bronington Community Council - RISK ASSESSMENT

No	ITEM	Risk Identified	High/ Medium/ Low	Management of Risk	Action by whom	Internal Audit Frequency	Policy document	Notes
<p>The Community Council is required to review its risk assessment/management arrangements annually. It is important that the Community Council is able to demonstrate that it has effective risk management processes in place.</p> <p>Risk management is the process by which risks are identified, evaluated and controlled and enables the Community Council to avoid, or minimise, damaging actions or events. Risk management is a key element of the framework of governance</p>								
FINANCE GENERAL								
1	Financial Control	Failure to maintain proper financial control resulting in inability of Community Council to set a legal budget	L	Internal financial management supported by Financial regulations Quarterly review of bank situation and bank reconciliation. Monthly budget monitoring statements Annual spending plan formulated	Community Council	Half yearly	Financial regulations	Existing arrangements adequate
2	Precept	Over/under calculation of precept Not paid by WCBC	L L	Annual budget setting process Timely presentation of request. Precept paid directly into CC bank a/c	Community Council Clerk	Annually	Governance & Accountability	Existing arrangements adequate
3	VAT	Reclaiming/recharging	L	Routinely claimed annually as part of the year end accounts process. No recharging carried out	Clerk	Annually	Financial regulations	Existing arrangements adequate
4	Year end accounts	Submit within time limits	L	Ensure timely presentation of Annual return to the Community Council for approval And subsequent presentation to internal & external auditors	Clerk	Annually	Statutory requirements and Financial regulations	Existing arrangements adequate
5	Bank / banking	Inadequate checks Bank errors	L	Monthly bank reconciliations carried out and presented to Council. No bank account should hold more than £85,000 to ensure cover from FSA.	Clerk	Annually	Financial regulations	Existing arrangements adequate

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EXPENDITURE								
6	Salaries	Salaries paid incorrectly Unpaid tax to HMRC	L	Calculations done by RFO. Staff salaries are to be paid by BACS payment. Any overtime must be approved by the Chair and reported to full Council. It will be paid by a separate payment, a month in arrears.	n/a Clerk	Annually	Statutory requirements and Financial regulations	Existing arrangements adequate
7	Payments	Unlawful expenditure/improper payment by cheque	L	All requests for payment submitted to PC and Clerk advises on power to spend and funds available. Any payment must be approved at full Council All payments must have an invoice/other paperwork in support of expenditure. Each cheque to be signed by two signatories, together with cheque counterfoil.	Clerk	Annually	Financial regulations	Current arrangements adequate
8	Expenses: Clerk & Councillors	Overpayment	L	Chair checks claims Clerk checks claims	Chair Clerk	Annually		
9	Fraud	Misappropriation of funds by Clerk or Councillors	L	Any payment must be approved at full Council. All expenditure will be reported retrospectively at the next Community Council meeting. BACS payments must be authorised first. Any cheque must be signed by two Community Councillors. Blank cheques are not permitted to be signed. All payments must be supported by invoices/claim forms.	Community Council	Annually	Financial regulations and Insurance policy	

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				All Direct Debits are to be approved by the Council. A quarterly review will take place to ensure no unauthorised Direct Debits have been raised. Fidelity guarantee in place.				
10	Reserves - general	Adequacy	L	Considered at budget setting. Ensure minimum of 6 months reserves in hand	Clerk	Annually		
11	Reserves – ring fenced and accrued	Adequacy	L	Funds are shown separately at budget and on year end accounts. Funds drawn on as necessary	Clerk	Annually		
12	Invoices	Overpayment	L	Invoices submitted to CC for authorisation and signature by two Councillors	Clerk	Annually	Financial regulations	
13	Grants	Spending and receipt	L	All requests submitted to CC. Clerk checks and FSC advises on ability to spend & suitability of request. Recommendation made to Full Council.	Clerk	Annually	Grant policy	
14	Best value accountability	Contracts awarded incorrectly. Overspend on services	L	Practice is to seek 3 quotations for work in excess of £25,000. For those below £3,000 and above £100 the Clerk shall <u>strive</u> to obtain 3 estimates. For those above £20,000 the contract should go to tender.	Clerk	Annually	Financial regulations	

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ASSETS								
15	Items listed on asset register	Potential damage to equipment and/or injury to members of the public	L	Insurance cover for buildings, equipment, public and employer's liability is in place. Asset register maintained and reviewed. Routine inspections undertaken.	Clerk	Annually	Record of Inspections	Set up routine for inspections
16	Health & Safety of Assets	Injury to public from assets owned by the Community Council	L	Adequate public liability insurance. Clerk authorised to arrange removal/repair where danger to public identified.	Clerk	Annually	Insurance review	As above
NON-FINANCIAL								
17	Meeting of Community Council	Unlawful meeting Business Conduct	L	Summons, Notice, Agenda properly issued giving public notice three clear working days before meeting. Ensure quorum is present prior to start of meeting Minutes are produced and signed at the next month's meeting. Business conducted at a meeting is managed by the Chair	Clerk Chair	Annually	Standing Orders Standing Orders	
18	Legal powers	Acting illegally	L	The Clerk advises on the legality of all matters including the power to spend. All activity and payments within the powers of the Community Council to be resolved at full Council Meetings.	Clerk	Annually		
19	Members interest	Conflict of Interest Members register	L L	Declaration of interest at each Council meeting Register of members interest forms maintained	Clerk	Annually	Code of Conduct	Clerk can advise but each Community Councillor is responsible for their actions in this respect and for updating the register

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20	Insurance cover	Adequacy Cost Compliance Fidelity Guarantee Libel & Slander	L L L L	Insurance cover reviewed annually to ensure all risks are managed adequately. Discount obtained through DD payment	Clerk	Annually	Policy	
21	Business continuity	Community Council not able to continue its business owing to unexpected or tragic circumstances	L	All files are kept in the Clerk's home or at an approved storage facility. In the event of the Clerk being indisposed for a meeting a Community Councillor will take notes until the Clerk is available. In the event of prolonged absence, One Voice Wales can be asked to provide the services of an interim Clerk.	Clerk	n/a		
22	Council records - paper	Loss through Theft Fire Damage	L M L	The Community Council records are stored at the home of the Clerk. Records include historical correspondences, minutes, insurance, bank records	Clerk	Annually	Document retention	Damage (apart from fire) is unlikely. Historic documents to be archived via WCBC.
23	Council records - electronic	Loss through theft, fire, damage or corruption of computer	L/M	The Community Council records are held on the laptop stored at the home of the Clerk. Back up of electronic data is made at regular intervals	Clerk	Annually	Document retention	Ensure regular back up of files to an external drive.
24	Meeting location	Adequacy, Health & Safety, Disability access	L	Meetings are held in the Community Room or Whitewell Parish Rooms. Both have disabled access, adequate heating and seating for members of the public	Clerk	n/a		

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25	Data Protection	Compliance	L	The Community Council is registered with the Information Commissioner	Clerk	Annual renewal of registration		
26	Freedom of Information Act	Compliance	L	Freedom of Information Policy in place.	Clerk	Annually	policy	Record to be kept of requests for information (none to date)
27	Health & Safety of employees	Employers liability insurance Monitoring	L	EL insurance in place Training & protective/safety items provided as necessary	Clerk Clerk & Community Council	Annually	H&S Policy statement	

This policy was adopted by the Bronington Community Council on Wednesday 16th September 2020

Date of next review no later than May 2023

Date:

Signed: (Chairman)

Print:

Signed: (Proper Officer)

Print: