

ROGERSTONE COMMUNITY COUNCIL

RISK ASSESSMENT SCHEDULE 2024/25

Assessment Criteria

Rating:	Potential Consequence Score: 1-5	Classification:	1-5 Low
	Likelihood of Happening Score: 1-5		6-10 Medium
	Severity Level Score – Potential Consequence x Likelihood		11-15 High
			16-25 Very High

<u>TOPIC</u>	<u>RISK IDENTIFIED</u>	<u>POTENTIAL CONSEQUENCE</u>	<u>LIKELIHOOD</u>	<u>SEVERITY SCORE</u>	<u>CLASSIFICATION</u>	<u>MEASURES TO BE TAKEN TO REDUCE / MINIMISE / CONTROL RISK</u>
<u>Income</u> Precept	Not submitted	5	1	5	Low	Full budget process in place. Clerk/Accounts Consultant to prepare budgets annually January/February Full Council to consider budget annually in January/February Full Council to determine precept annually January/February Clerk/Accounts Consultant to notify City Council in February
Charges Tennis	Tennis	3	2	6	Medium	Assistant Clerk/Head Groundsman to collect and bank receipts. Assistant Clerk to reconcile with takings sheets and reconcile bank statements with paying in book.
Charges - Hall	Hiring Charges/ Collection	4	2	8	Medium	Assistant Clerk to ensure that terms and conditions acceptance form are fully completed and signed for all hirers. Assistant Clerk to ensure lettings diary is updated daily. Invoices to be reconciled with hiring fees. Assistant Clerk to issue invoices regularly.
Jubilee Park Management Fee Collection	Non- payment	3	2	6	Medium	Invoice chased up with a second firm reminder to pay, followed by a final reminder. Following this referral to a Debt Recovery Service. (Payment secured by a legal charge on property deeds).

Charges Rental – Allotments/ Garage Spaces/Field	Hiring Charges/ Collection	4	2	8	Medium	Assistant Clerk to ensure that terms and conditions acceptance form are fully completed and signed for all tenancies Invoices to be reconciled with hiring fees. Assistant Clerk to issue invoices March.
Charges – All Facilities	Hire Charges – Review	3	2	6	Medium	Annual Review of charges in January/February by Council
Loss of Money	Business Interruption	5	2	10	Medium	No cash transactions aside from seasonal tennis.
Loss of Money	In Transit	5	3	15	High	Insured for a limit of £250,000 non-negotiable money £2,500 cash
Loss of Money	In Premises	5	3	15	High	Insured for – £350 out of safe in Hall out of hours, £2,500 in a safe out of hours, £2,500 during business hours.
Loss of Money	Through theft or dishonestly of staff or members	5	2	10	Medium	Fidelity guarantee –£750,000
Investment Strategy Income/Policy	Investment Strategy Policy	3	2	6	Medium	Review annually
Reserves - General	Ensure Adequacy	5	3	15	High	Consider at budget setting
Reserves - Earmarked	Ensure Adequacy	5	3	15	High	Consider at budget setting
Reserves - Earmarked	Unidentified/ Recording	5	1	5	Low	Identified at budget setting and recorded in final accounts. Most accidental damage insurable.
EXPENDITURE						
Legal Powers	Illegal Payment of Activity	5	2	10	Medium	All statutory powers to undertake work recorded in minutes. Ensure compliance with Standing Orders and Financial Regulations. Review of Standing Orders and Financial Regulations during lifetime of Council
Salaries/Wages	Wrong Salary Paid	4	2	8	Medium	Salary details to be submitted to Nathan Evans Ltd, Chartered Accountants and reconciled against salary advices.
Salaries/Wages	Wrong Rate Applied	4	2	8	Medium	Salary rates/increases to be agreed by Council annually.
Salaries/Wages	Not accounting for correct deductions of NI, Tax and Superannuation	4	2	8	Medium	Nathan Evans Ltd, Chartered Accountants employed to process staff wages.

Salaries/Wages	Inaccurate recording of hours	4	2	8	Medium	Recording system in place for staff
Salaries/Wages	Submission of PAYE records Payments	4	1	4	Low	Nathan Evans Ltd, Chartered Accountants to deal with.
VAT Payment Recovery of	Improper recording of input/output VAT	4	2	8	Medium	Online submission to HMRC, reconciled with accounting software. Have access to City Councils VAT unit for assistance and guidance
VAT Payment Recovery of	Improper Identification of Non Business Activities	4	2	8	Medium	Online submission to HMRC, reconciled with accounting software. Have access to City Councils VAT unit for assistance and guidance
VAT Payment Recovery of	Annual	4	1	4	Low	Systems in place to ensure compliance.
VAT Payment Recovery of	Inability to meet annual submissions to HMRC	4	1	4	Low	Systems in place to ensure compliance
Financial Assistance	Legal Power to contribute	4	1	4	Low	Compliance with Section 137 and other legislation
Financial Assistance	Compliance with Council Policy	4	1	4	Low	Advise/remind members of policy
Financial Assistance	Overspend	4	2	8	Medium	Clerk/Accounts Consultant to monitor
Councillors Allowances	Over/Under payments to members	3	1	3	Low	Members are paid WG allowance rates unless payment declined.
Councillors Allowances	Proper deduction of tax	3	1	3	Low	Members are individually responsible for any personal tax matters.
Councillors Allowances	Maintain proper records	3	1	3		Register of allowances kept and published annually.
Councillors Expenses	Over/Under payments to members	4	1	4	Low	All claims checked upon submission
Jubilee Park – unexpected high expenditure.	Failure of structural element (e.g. flood wall).	5	1	5	Low	Establish a sinking/contingency fund for eventual replacement and ongoing maintenance / repair.

OTHER						
Assets	Loss or Damage thereof	4	2	8	Medium	Weekly inspection of Community Hall, Stores, Outbuildings, Exterior Furniture, Playground, Sports Facilities and Toilets by Head Groundsman. Regular inspection of Council's land including car parks, allotments, pathways and garage spaces. Regular inspection of notice boards, and fencing. 6 monthly inspection of hanging basket Posts. Insure against all risks. Community Hall and other buildings insured for replacement value, Clerk to review annually.
Assets	Risk or damage to third party property or individuals	4	2	8	Medium	£10,000,000 Indemnity of Public Liability in place. Clerk to review annually.
Assets	Security of Buildings and Equipment	5	3	15	High	Security of buildings checked routinely and alarm system installed in golf hut/shop. CCTV monitoring in place.
Assets	Asset Register	4	2	8	Medium	Update Asset Register annually.
Assets	Maintenance	5	3	15	High	Undertake to repair and maintain – ongoing
Staff	Insufficient to deliver service	5	3	15	High	Review Staff Structure/Employ seasonal staff
Staff	Loss of key personnel – through ill health, retirement, long term sickness or even death	5	2	10	Medium	Review staff structures, working hours, duties, responsibilities. Out-source other professional services when required.
Welfare Grounds	Stability of Boundary Walls, Trees, Hedges	5	2	10	Medium	Undertake regular inspection of all boundary fencing, walls and trees for stability.
Welfare Grounds	Condition of seats / picnic benches	5	1	5	Low	Undertake inspection of all furniture for safety reasons.
Vehicles	Roadworthiness	5	2	10	Medium	Van, taxed and insured annually. Driver instructed to monitor oil and tyre pressure levels weekly. Accident reporting direct to Clerk.
Vehicle	Failure to deliver services whilst van is off the road	4	2	8	Medium	Short term vehicle hire will be initiated where necessary.

Vehicles/Plant	Failure to deliver services due to plant failure	4	2	8	Medium	Short term plant hire will be initiated where necessary.
Consultations	Meeting of deadlines for response	2	4	8	Medium	Appoint Planning Committee annually to consider interim planning applications. Appoint working groups annually as necessary to consider consultative documents falling in between normal Council meetings.
Document Security	Appropriateness of existing facilities	5	2	10	Medium	Fire resistant cabinet with most storage by electronic means. Land records also with Land Registry.
Financial Records	Inadequate Records	5	1	5	Low	Financial records regularly checked and headline matters approved by Council.
Minutes	Accurate & Legal	5	1	5	Low	Reviewed and agreed at the following meeting.
Health & Safety Risk Assessment	Failure to identify	5	3	15	High	Staff aware of Health & Safety & COSHH. Legionella risk assessment inspection in place. Annual portable appliance testing (PAT). Periodic electrical safety test undertaken.
Health & Safety Compliance	Safety of appliances	5	2	10	Medium	Annual gas safety check by competent person. Annual portable appliance test.
Health & Safety Compliance	Safety of equipment in play park	5	2	10	Medium	Staff trained to complete and certify weekly inspections. Annual inspection by qualified inspector.
Disability Discrimination Issues	Failure to identify and implement adaptations	5	2	10	Medium	Independent consultants have audited property for reasonable compliance.
Register of Members Interest, Gifts and Hospitality	Identification of interest and recording of gifts and hospitality	3	1	3	Low	Register of Interest file held by Council and implemented. Declaration of Office signed by all members and copies held by Council. Staff hospitality register kept.
Code of Conduct	Adoption of Code of Conduct	5	2	5	Medium	Code of Conduct adopted by Council and implemented. Employee code of conduct in place.
Welsh Government Covid 19 Restrictions / Guidance	Transfer of virus	5	3	15	High	Strictly comply with Welsh Government restrictions and guidance.
Covid 19 Control	Transfer of virus	5	3	15	High	Require all hall hirers to comply with approved risk mitigation measures.