

MAGOR WITH UNDY TOWN COUNCIL

1. GENERAL RISK ASSESSMENT

Assessment Criteria

Rating: Potential Consequence Score: 1-5
 Likelihood of Happening Score: 1-5
 Severity Level Score – Potential Consequence x Likelihood

Classification: 1-5 Low
 6-10 Medium
 11-15 High
 16-25 Very High

Topic	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures in place, or to be taken to Reduce/Minimise/Control Risk
INCOME						
1. Precept	Not Submitted	5	1	5	Low	<ul style="list-style-type: none"> • Full Budget process in place. • Clerk/RFO to prepare budget annually in November. • Council to consider budget annually in December • Council to determine precept annually in December • Clerk/RFO to notify County Council in January as defined by County Council
	Not paid by County Council	5	1	5	Low	<ul style="list-style-type: none"> • Clerk/RFO to monitor and report to Council • Paid directly to bank account by BACS
	Inadequacy of Precept	5	1	5	Low	<ul style="list-style-type: none"> • Clerk/RFO to present reconciled accounts, all monthly Income and Expenditure to monthly Council meeting • Quarterly review/comparison of budget to actual
2. Loss of Money	In Transit	5	1	5	Low	<ul style="list-style-type: none"> • Insured for £5,000
	In Premises	5	1	5	Low	<ul style="list-style-type: none"> • Insured for £2,500 (held in cash box in locked cabinet but where possible cash retention is avoided)
	Private Residence of Member or Employee	5	1	5	Low	<ul style="list-style-type: none"> • Insured for £350
	Through theft or dishonesty of Staff or Members	5	1	5	Low	<ul style="list-style-type: none"> • Fidelity guarantee of £500,000 as at 01/06/2023 • Review annually in May

Loss of money (cont'd)	Postage	5	1	5	Low	<ul style="list-style-type: none"> Minimal values held - periodic review (kept in cash box in locked cabinet)
3. Borrowing/ Lending	Adequacy of finances to repay loan	5	1	5	Low	<ul style="list-style-type: none"> Provision made in Annual Budget Policy part of Investment Strategy
4. Investment Strategy Income/Policy	Inappropriate investment	3	1	3	Low	<ul style="list-style-type: none"> Policy in place Review Annually in May
5. Reserves – General	Ensure Adequacy	5	1	5	Low	<ul style="list-style-type: none"> Consider at Budget Setting in December Consider at Quarterly Budget v Actual Review
6. Reserves – Earmarked	Ensure Adequacy	5	1	5	Low	<ul style="list-style-type: none"> Consider at Budget Setting Consider at Quarterly Budget Review Listed on Annual Investment Strategy
	Unidentified /Recording	5	1	5	Low	<ul style="list-style-type: none"> Identified at Budget Setting and Recorded in Final Accounts Listed on Annual Investment Strategy
7. Tenancy – Rents (Allotments – Poor Land)	Loss of income / failure to pay rent	5	2	10	Medium	<ul style="list-style-type: none"> Clerk to monitor Rental reminders sent to all tenants in July Clerk to issue final demand on non-payment of rent
8. MUGA Court Hire	Booking Process requires fee collection in arrears	5	1	10	M	<ul style="list-style-type: none"> Booking requests are received on completed forms in post or by email. Requests are checked against Google Calendar to avoid double booking. Booking entered on Calendar with Invoice Ref. Invoice is sent to client requesting BACS payment within 14 days. Bank AC checked regularly to reconcile payment and if need to send reminder to client.
EXPENDITURE						
9. Legal Powers	Illegal Payment or Activity	5	2	10	Medium	<ul style="list-style-type: none"> All decisions to undertake works and make payments are recorded in the minutes Statutory powers are recorded in the minutes Ensure compliance with Standing Orders and Financial Regs. Annual Review of Standing Orders and Financial Regulations
10. Salaries/Wages	Wrong Salary Paid	5	2	10	Medium	<ul style="list-style-type: none"> Salary payments presented to Council monthly Bank signatories to scrutinise details of claim
	Wrong Rate Applied	5	2	10	Medium	<ul style="list-style-type: none"> Salary administration outsourced to Chepstow Accountancy in line with adopted National Joint Council rates and National Living Wage adopted by Town Council in November 2022
	False/fictitious Employee	5	1	5	Low	<ul style="list-style-type: none"> Council signatories to undertake examination of PAYE wages records and bank payments

	Not Accounting for correct deductions of NI, Tax and Superannuation	5	2	10	Medium	<ul style="list-style-type: none"> Salary calculations outsourced to Chepstow Accountancy
	Inaccurate recording of hours	5	2	10	Medium	<ul style="list-style-type: none"> Periodic visual check of work undertaken by Town Wardens/Litter Pickers by Town Clerk Manual time records are provided and kept by Town Clerk for presentation to line manager upon request.
	Submission of PAYE	5	1	5	Low	<ul style="list-style-type: none"> Records submitted to Council monthly as part of Payments. Salary administration outsourced to Chepstow Accountancy Monthly RTI and Annual Return completed electronically to HMRC
Salaries/Wages (cont'd)	Loss of data on PC due to system fault	3	2	6	Medium	<ul style="list-style-type: none"> Microshade cloud storage
11. VAT Payment Recovery of	Improper recording of input/output VAT	5	1	5	Low	<ul style="list-style-type: none"> RBS finance software package used to record all finance business of the Town Council. RFO uses a back-up excel finance record for reconciliation of accounts prior to entering on RBS software program.
	Inability to meet quarterly/half yearly or Annual submissions to H.M customs	5	1	5	Low	<ul style="list-style-type: none"> Interim review in December will identify the need to submit claim if not already done so RBS software package is updated at least at year end annually.
12. Borrowing/ Lending	Failure to make repayment instalments	5	1	5	Low	<ul style="list-style-type: none"> Direct Debit mandate in place with PWLB See also separate RA for PWLB
13. Banking Arrangements and Authorisation of Payments	Invoices	4	2	8	Medium	<ul style="list-style-type: none"> Council's Financial Regs set out the requirements for banking arrangements and authorisation of payments All expenditure presented to Council monthly for approval Two signatories required per debit transaction Internet banking as recommended by Internal Audit
	Reconciliation	4	2	8	Medium	<ul style="list-style-type: none"> Bank reconciliation completed at month end and quarterly presented to Council at Full Council monthly meeting for approval and adoption. Nominated Councillor to undertake periodic checks and countersign file copies of bank statements and RBS reconciliation reports.
14. Financial Assistance	Legal Power to contribute	5	2	10	Medium	<ul style="list-style-type: none"> Compliance with section 137 and other legislation
	Compliance with Council Policy	3	1	3	Low	<ul style="list-style-type: none"> Educate/Remind members of grant/financial assistance Policy
	Overspend	5	2	10	Medium	<ul style="list-style-type: none"> Clerk/RFO to monitor budget v actuals and amount of grant monies awarded and to present to Council as soon as practicable.

15. Councillors Allowances	Over/Under payments to Members including IRPW	5	1	5	Low	<ul style="list-style-type: none"> New Rates following IRPW report 2023 to be paid quarterly in arrears Members to complete and verify standard attendance/mileage claim form with relevant receipts Mileage substantiated by AA Mileage Calculator - or similar Clerk/RFO to check amount to be paid against IRPW report
	Proper deduction of tax	5	1	5	Low	<ul style="list-style-type: none"> IRPW mileage rates are non-tax deductible Awaiting clarification regarding remuneration payments Councillors advised to submit their own declarations to HMRC
	Maintain proper records	3	1	3	Low	<ul style="list-style-type: none"> Expenses and mileage claim forms in place.
	Wrong IRPW allowance made					<ul style="list-style-type: none"> Clerk/RFO to check amount to be paid against IRPW report Council to review annually how/when/frequency of payments
		3	1	3	Low	<ul style="list-style-type: none">
16. Knowledge/ Training of Councillors in Financial Matters	Lack of knowledge in General matters relating to Council Finance	4	2	8	Medium	<ul style="list-style-type: none"> Councillors to be encouraged to undertake One Voice Wales Training Module 6 – Local Government Finance and participate in the review of Financial Regulations.
17. Knowledge/ Training of Clerk/RFO in Financial Matters	Lack of knowledge in General matters relating to Council Finance	5	2	10	Medium	<ul style="list-style-type: none"> Clerk undertaken OVW Training Module 6 – Local Government Finance Clerk/RFO completed Working with Your Council modules Clerk/RFO to undertake CiLCA training and obtain qualifications as soon as practicable.
OTHER						
18. Assets	Loss/Damage thereof	4	3	12	High	<ul style="list-style-type: none"> Regular inspection of Notice Boards Monthly inspection of play equipment by Mon CC Independent annual inspection of play equipment Quarterly inspection of bus shelters, wayside seats etc by the Clerk Maintain Asset Register Insure against all risks and review annually in May
	Risk or damage to third party property or individuals	5	2	10	Medium	<ul style="list-style-type: none"> £10,000,000 Indemnity of Public Liability in place. Review annually in May
	Security of Equipment	5	1	5	Low	<ul style="list-style-type: none"> Office Equipment maintained in locked building and insured
	Asset Register	4	2	8	Medium	<ul style="list-style-type: none"> Update Asset Register Ad Hoc & review annually in May
	Maintenance	4	3	12	High	<ul style="list-style-type: none"> Undertake repair and maintenance – Ad Hoc/On-going
19. Allotments	Increase in net expenditure	3	2	6	Medium	<ul style="list-style-type: none"> Review rents annually at Finance Meeting Review annual maintenance budget at Finance Meeting
	Constant annual increase in expenditure	2	2	4	Low	<ul style="list-style-type: none"> Current waiting list stands at 55

	allied with an increase in unused plots					<ul style="list-style-type: none"> Project of remediation commenced April 2023 to bring dormant plots back into use. To clear unattended and unused plots at 3 sites and offer to waiting list. Annual review of rental charges.
20. Poor Land – Norton Lane	Increase in lease	2	1	3	Low	<ul style="list-style-type: none"> Peppercorn rent fixed Review rents Tenant offered annual lease rolling over 5-year period at a fixed annual fee. Current tender expires 31/08/2024
21. Staff	Insufficient to deliver litter picking service	5	2	10	Medium	<ul style="list-style-type: none"> Periodic review of hours/areas worked Employment of a replacement in the event of loss of establishment as a consequence of dismissal, resignation or retirement
	Loss of key personnel – Clerk through ill health, retirement, long term sickness or even death	5	2	10	Medium	<ul style="list-style-type: none"> Review staff structures, hours, duties and responsibilities to ensure business continuity resources meet the needs of the Town Council. Council to consider contingency Plan /Staffing Policy for business continuity
22. Insurance	Inadequate or No Insurance Cover	5	1	5	Low	<ul style="list-style-type: none"> Council to review renewal insurance documents annually in May including Fidelity/Public & Employers Liability limits Asset list maintained and kept up to date Policy renewal on 01/06/23 insurance policy is a ‘package’ providing a set minimum level of cover depending on your population size.
	Public Liability (statutory)	5	2	10	Medium	<ul style="list-style-type: none"> Cover £10,000,000
	Employers Liability (statutory)	5	2	10	Medium	<ul style="list-style-type: none"> Cover £10,000,000
	Money	5	1	5	Low	<ul style="list-style-type: none"> Cover £250,000
	Fidelity Guarantee	5	1	5	Low	<ul style="list-style-type: none"> Cover £ 250,000
	Property	3	3	9	Medium	<ul style="list-style-type: none"> Play Equipment covered War Memorial covered Office Equipment/contents covered Safety Surfaces covered Street furniture covered where practicable MUGA Courts covered Procurator House covered
	Loss of Revenue	5	2	10	Medium	<ul style="list-style-type: none"> Not covered
	Officials Indemnity	4	2	8	Medium	<ul style="list-style-type: none"> Cover £500,000
	Libel & Slander	3	2	6	Medium	<ul style="list-style-type: none"> Cover £250,000
	Personal Accident	5	2	10	Medium	<ul style="list-style-type: none"> Covered £100,000 Capital benefits

						<ul style="list-style-type: none"> • Death £25,000 • Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech £25,000 • Permanent Total Disablement £25000 • Temporary Total Disablement £100 per week • Temporary Partial Disablement £50 per week
23. Contracts	Value for money and continuity of work	4	2	8	Medium	<ul style="list-style-type: none"> • Where practicable seek three quotations for work under £3K Quotations for small works to be reported to next Council meeting • For works over £25K, issue specification and tender documents to at least three contractors and advertise on Government Contract Finder • For large works, tenders to be opened by Clerk/RFO plus at least one Member and reported to next Council meeting.
24. Consultations	Meeting of deadlines for responses	3	4	12	High	<ul style="list-style-type: none"> • Emergency Planning Committee Shall consist of 4 Councillors (must include Mayor or Deputy Mayor), to be called during a holiday or Council recess period, and any decisions made must be reported back to the next Full Council meeting. • Town Clerk shall inform the Mayor/Deputy Mayor of receipt of key planning consultations which require response before next Council Meeting.
25. Administration	Agency Advice	3	1	3	Low	<ul style="list-style-type: none"> • Continue with membership of One Voice Wales • Continue with membership of SLCC • Clerk to maintain networking with other clerks/Councils etc. • Council to purchase any necessary reference books
26. Document Security	Appropriateness of existing facilities	5	2	10	Medium	<ul style="list-style-type: none"> • All documents kept on secure premises • Microshade cloud storage/back-up for computer records • Deposit historical records with County archives.
27. Financial Records	Inadequate Records	5	1	5	Low	<ul style="list-style-type: none"> • RBS software in place from 01/04/20 • Backed up daily by Micoshade
	Non-compliance with statutory deadlines for the completion/ approval/ submission of accounts and other financial returns	4	2	8	Medium	<ul style="list-style-type: none"> • (External Auditors) forward instructions April • Internal Auditors approached following end of Year. • Review of Finances at Annual Meeting in May
	Non-compliance with Internal Audit Requirements	4	2	8	Medium	<ul style="list-style-type: none"> • Internal Auditor appointed at Finance Meeting – December • Internal audit reports presented to Council for consideration • Review of Finances at Annual Meeting in May
28. Minutes	Accuracy and Legality	4	1	4	Low	<ul style="list-style-type: none"> • Adopted and signed at following meeting.

29. Health and Safety Risk Assessment	Failure to identify	5	2	10	Medium	<ul style="list-style-type: none"> Health & Safety Policy Statement & Responsibilities in place Relevant Risk Assessments in place Additional Risk Assessments produced as necessary
30. Equality Act 2010	Failure to identify and implement adaptations	4	2	8	Medium	<ul style="list-style-type: none"> Compliance of the Equalities Act 2010 shall be recognised at all times. Meeting venues used shall be compliant under provisions of Equalities Act 2010 Venues used for Council Meetings shall where possible be equipped with a Hearing Loop system. Advice taken when necessary Equalities & Diversity policy in place and advertised on web site
31. Register of Members Interest, Gifts and Hospitality	Identification of interest and recording of gifts and hospitality	4	2	8	Medium	<ul style="list-style-type: none"> Register of Interests file held by Clerk and implemented. Declaration of Interest at meetings file updated following each meeting and held by clerk Declaration of Office signed by all members before taking office and witnessed, and copies held by Clerk Declaration of Acceptance of Office signed by Chair at Annual Meeting, witnessed and held by Clerk
32. Code of Conduct	Adoption of Code of Conduct	5	2	10	Medium	<ul style="list-style-type: none"> Code of Conduct adopted by Council and implemented. All Councillors sign to accept Code of Conduct Councillor given details of all Code of Conduct training events and are encouraged to attend within 6 months where possible
33. Freedom of Information Policy	Preparation of and Implementation of Policy	4	2	8	Medium	<ul style="list-style-type: none"> Policy in place and accepted by Information Commissioners Office FOI Policy and Model Publication Scheme advertised on web site
34. Complaints Procedure Policy	Preparation of and Implementation of Policy	4	2	8	Medium	<ul style="list-style-type: none"> Policy in place and advertised on web site
Unacceptable Actions by Individuals Policy	Preparation of and Implementation of Policy	4	2	8	Medium	<ul style="list-style-type: none"> Policy in place and published on web site
Data Protection Act 1998 and General Data Protection Regulations	Preparation of Implementation and adoption of Act	4	2	8	Medium	<ul style="list-style-type: none"> Data Controller registered with Information Commissioners Office Copy of Registration Entry kept on file Re-registration March Annually with payment collected by Direct Debit Policy in place and published on web site

Potential Consequence							
Very High	5	5	10	15	20	25	

High	4	4	8	12	16	20
Medium	3	3	6	9	12	15
Low	2	2	4	6	8	10
Very Low	1	1	2	3	4	5
		1	2	3	4	5
		Very Low	Low	Medium	High	Very High
		LIKELIHOOD				
Classification Risk		Low	Medium	High	Very High	

MAGOR WITH UNDY TOWN COUNCIL

2. RISK ASSESSMENT SCHEDULE

Item	Frequency of Review/ Inspection	Last Reviewed	Due for Review	Comments
Precept	Annually	January 2023	December 2023	Agreed
Investment Strategy	Annually	May 2023	May 2024	Agreed
Tenancy – Rents (Allotments – Poor Land)	Annually	December 2021	September 2023	Under review pending workshop
Salaries	Annually/NALC pay awards	Nov 2022	March 2024	Agreed
Asset Register	Annually	May 2021		Under review. Additional assets added as and when necessary
Banking arrangements	Annually	Dec 2021	May 2023	No Change
Borrowing/Lending	Annually	Dec 2021	Jan 2023	No Change
Councillors Allowances	Annually	May 2023	Feb/Mar 2024	IRPW report 2023 agreed
Insurance	Annually	May 2022	May 2023	Change of Insurer
Financial regulations	Annually	April 2023	May 2024	Agreed
Standing orders	Annually	Jan 2022	May 2023	Completed
Council Policy Reviews	Annually	Mar 2021	May 2023	Reviews ongoing
Staffing levels	Annually	Dec 2021	Dec 2022	Under review incomplete
Performance reviews	Annually	March 2021	TBA	
Code of Conduct	Annually	June 2023	May 2024	Complete (to be published as soon as practicable)
Risk Assessments	Annually	May 2021	May 2022	Completed and presented to Council Oct 2023
Poor Land – Norton Lane	Every 5 years under tenancy agreement ,	Aug 2021	August 2024	Tenant under 5 year tenancy – expired Aug 2024 also noted at AM
Financial Assistance	Half yearly	June 2023	May 2024	
Reserves – General	Quarterly	June 2023	Due end June, Sept, Dec, Mar	
Reserves – Earmarked	Quarterly	June 2023	Due end June, Sept, Dec, Mar	
VAT Return Completed	Quarterly	June 2023	Due end June, Sept, Dec, Mar	
Budget monitored and reported (Budget v Actuals)	Quarterly	June 2023	Due end June, Sept, Dec, Mar	
Authorisation of payments	Monthly	Ongoing		
Bank Reconciliation	Monthly	Ongoing		
Minutes	Monthly	Ongoing		

Playgrounds	Monthly	Ongoing		RoSPA inspection carried out April 2019 New play equipment at Sycamore Terrace to be commissioned
Tennis Courts	Monthly	April 2022	May 2022	Hire Fees to be reviewed via workshop Sept 2023
Item	Frequency of Review/ Inspection	Last Reviewed	Due for Review	Comments
Financial Records (Receipts & Payments)	Ongoing			RBS software in place from 01/04/20
Noticeboards	Ongoing			Refurbished 2022
Wayside seats	Ongoing			New benches installed September 2019
Bus shelters	Ongoing			
Planters	Ongoing			New planters installed February 2020
Register of Members Interest Declarations of Interest at meetings Gifts and Hospitality	Ongoing			Records made – declarations to be signed at next actual meeting
Health and Safety Risk Management	Ongoing			Any identified risks assessed by the Clerk
Allotments	Ongoing			Commencement of a Program or works to re-instate dormant plots at Green Moor Lane and to remediate carry out remedial works at Sycamore and Undy allotments
Procurators House	Ongoing		2024	Quinquennial report undertaken March 2020
Data back up	Daily			By Microshade Business Solutions

Review Date: 09th October 2023