

## Jeffreyston Community Council Risk Management Scheme

### Introduction

- The recognition and management of risk is vital to ensure the proper management of the Council's assets and resources and efficient discharge of its duties and responsibilities to the community. Risk assessment is a continuous process which the Council needs to keep under review and ensure continuous monitoring.
- The Practitioner's Guide on Governance and Accountability requires Councils to identify risks which it faces and put in place a scheme designed to create the necessary awareness and actions required to reduce the threat or possibility of an action or event that can impact on the interests of the Council and in turn the community it serves.
- Risk management is not a process which seeks to avoid risk completely but it seeks to identify and assess risks on an individual basis by using a scoring methodology which identifies the severity of the risk, the likelihood of it occurring and the impact if the risk was realised. Although each risk will have a different score rating, each of the risks will require an assessment of actions needed to minimise the risk.
- The plan identifies each of the risks that are considered to require attention as the impact of each on the Council would be of concern and in some cases could be extremely serious.
- The plan forms part of the internal control arrangements of the Council and will be used as part of the process of audit by the Council's Internal Auditor.
- ***In most of the identified areas of risk the Council's insurance arrangements will apply such as in relation to public liability, employer liability, loss of money, fidelity guarantee, property damage, official's indemnity and loss or damage to equipment. The Council's insurers do however require the Council to adopt a process of risk management so that the exposure to insured risks are minimised.***
- ***Currently the annual review should be undertaken in February/March, by full council, in conjunction with the Council's insurance arrangements.***

## 2. **Assessment Criteria**

### ➤ Rating and Classification of Risks

The rating and classification used in the plan is as follows:

### ➤ **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

## Jeffreyston Community Council Risk Management Plan

Risk Item	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to reduce, minimise or control risk
Precept	Not submitted by Clerk	5	1	5	Low	Established budget process in place with full council considering the draft budget in October and approving the budget and precept in December of each year. Clerk/RFO to notify the County Council of precept in January. Financial Comparison reports to be considered every quarter enabling an assessment of income and expenditure against budget headings. Bank reconciliation reports to be presented to the Council on a 6 monthly basis as an additional method of Councillors assessing the state of the Council's finances.  Continue to ensure that all spending is authorised by council members and make certain that all expenditure is within legal powers.
	Inadequacy of the Precept	5	1	5	Low	
	Illegal Expenditure	5	1	5	Low	
Loss of Money	Non recording of Cash payments	2	1	3	Low	The only cash payments received relate to donations from local residents as a result of fundraising. All such payments to be receipted and where possible accepted by the Clerk/RFO in the company of a Councillor.  All cheques signed by two Councillors against invoices, initialling cheque stubs. All expenditure approved by Council and accounts subject to internal audit and Council scrutiny.
	Loss due to Fraudulent action By employees	5	1	5	Low	
Reserves General	Inability to manage any unforeseen occurrences due to lack of cash flow.	4	1	4	Low	Council policy to maintain a non-earmarked reserve of between 3 and 12 month's annual budgeted sum.
Reserves Earmarked	Lack of availability of funding to meet planned commitments.	5	1	5	Low	Annual budgeting process to designate earmarked funding requirement and allocated sums to be preserved through having an adequate level of un-earmarked reserves.

Risk Item	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to reduce, minimise or control risk
Gardening Equipment	Theft or damage to Gardening equipment	3	2	6	Medium	Equipment to be locked away in storage area when not in use. There is always the danger of a break-in but insurance is secured to cover losses.
Legal Powers	Council acting Beyond its powers e.g. ultra vires	5	1	5	Low	All decisions of the Council to be supported by the legal source of the power that is relevant. Advice of the Clerk/RFO to be available at all times.
Salaries and Wages / Payroll	Salaries and wages are paid at incorrect rates	5	1	5	Low	All wages and salary levels to be determined bi-annually and recorded in the minutes. Internal Auditor requested to check that correct rates being paid.
	Income Tax and NI not deducted and/or not paid to HMRC	5	1	5	Low	Basic PAYE Tools (RTI) used to process salary and wages payments and Clerk/RFO to deduct Tax/NI and pay to HMRC by due dates. Continue to monitor salary and wages payments in accordance with budget.
Recovery of VAT	VAT not recovered from the HMRC	4	1	4	Low	Clerk/RFO to make claim for reimbursement on an annual basis. Monitor receipt of VAT and Internal Auditor to check claims have been made as appropriate.
Payment of Grants	Appropriate approved grant claims not submitted.	4	1	4	Low	Clerk/RFO to be responsible for processing grant claims and the Internal Auditor to check that grant payments have been received.
Councillors Allowances	Allowances not paid In accordance with The IRPW's scheme	4	1	4	Low	Clerk/RFO to ensure that all claims are appropriately submitted with Councillors being required to complete claim forms supported by receipts as appropriate.
Training of Councillors	Councillors do not have the necessary skills and knowledge to perform their roles effectively	4	2	8	Medium	Council to have an annual training budget and all Councillors be required to commit themselves to appropriate training.
Council Assets Village Green Equipment Car Park Area	Health and Safety Requirements are Not addressed	5	1	5	Low	Currently all Health & Safety inspections of Equipment in the Village Green is undertaken by the County Council as part of the SLA Agreement Public Liability Insurance in Place. Car Park to be included in the Council's SLA Agreement with Pembrokeshire County Council

Risk Item	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to reduce, minimise or control risk
Village Green Tables / Chairs / Benches / Planters	Condition of items not adequately maintained	5	1	5	Low	Inspection is part of the SLA Agreement
Theft or damage to items		3	2	6	Medium	Regular inspection as per SLA Agreement with PCC Appropriate insurance in place.
Availability of Staff	Main issue concerns Any long term Absence of the Clerk	5	2	15	Medium	Council to nominate one of its members to cover the essential duties on a non -remunerated basis. Access to SLCC's locum service or contact neighbouring Councils to see if cover can be provided by other serving Clerks. <b>List of all passwords to be provided and held by Chair</b>
Village Green	Inappropriate use Of the village green.	3	1	3	Low	Signpost in place to warn of penalties for inappropriate use.
Village Garden	Damage to garden caused by Vandals.	4	3	12	High	Regular inspection by Play Area Inspector and corrective action taken as appropriate.
Condition of Trees	Damage caused by falling trees and Roots causing damage to neighbouring properties.	5	3	15	High	Public liability insurance in place. Clerk to report any issues of concern to the County Council.
Village Fete	Injury to volunteers and attendees	5	2	10	Medium	Village Fete Working Party will be in place to manage the Fete and prepare and apply a specific risk assessment plan covering matters such as use of hot water, access to the electricity generator, trailing wires etc.
Litter Picks	Injury to Councillors And volunteers Involved in litter picks	5	2	10	Medium	Public liability insurance in place. Marshalls will appointed to supervise volunteers. Provision of litter pickers, gloves etc. and volunteers required to wear appropriate footwear. Warnings given about picking up glass and awareness of needle stick injuries.

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Data Protection	Compliance with Data Protection Act 2018	5	2	10	Medium	Ensure that all aspects of compliance are completed, That Data Protection principles are observed and data Retention policy is implemented.
Information Security	Important Council Information held In hard copy and On computer is Lost or damaged.	5	4	20	Very High	Important hard copy data is stored in home of Clerk and archived files in a suitable locked up facility. Data held on computer is continually backed up.
Financial Records	Financial Records Are lost or Damaged.	5	2	10	Medium	Financial records are audited every year and files are then held in a suitable locked up facility. All transaction data is regularly backed up and the cash book maintained
Health and Safety Assessments	Activities of the Council are not Risk assessed and Arrangements Regularly monitored.	5	2	10	Medium	The Council has responsibility for ensuring that risk assessments are prepared and regularly monitored.
Disability Discrimination	Council's facilities Are not compliant With the legislative Requirements.	5	2	10	Medium	The Council has an equality and diversity policy and attention is given to the needs of those with a disability such as access to the village hall etc.
Code of Conduct	Members do not Declare interests as Required.	5	3	15	High	Members to be trained in the Code of Conduct. All declarations to be completed using a designated pro-forma and the declaration of interests is to be published on the Council's website.
Welsh Language Act	The Council fails To comply with the Act.	4	3	12	High	Council has adopted a Welsh Language Policy.
Legal Claims	Claims are made in Relation to Employment matters And from members Of the public about The condition of Council amenities Resulting in injury.	5	3	15	High	<p>Council follows all expected standards of good employment practice. Public liability and legal expenses insurance are in place.</p> <p>Public Liability (statutory) (£10m)</p> <p>Employers Liability (statutory) (£10m)</p> <p>Fidelity Guarantee to cover all members and employees (£25K)</p> <p>The Council has a range of employment policies in place (e.g. grievance and disciplinary procedures).</p>

With effect from 01.04.2021 all maintenance and repairs of Park Equipment/Car Park Area have been monitored by PCC via an SLA Agreement

Risk Assessment undertaken by Marie Overall November 2025

Dated Approved by Council: 01.12.2025

Minute Ref: Agenda Item 14

***To be reviewed regularly but at least each year.***