

LLANFAIR CAEREINION TOWN COUNCIL

COUNCIL RISK ASSESSMENT AND RISK REGISTER

Introduction

The following information sets out the documents which must reviewed annually and every three years.

The council risk assessment is to ensure that overall risks are identified and appropriate actions taken to reduce these risks.

Risk register

The list of documents held by the council and to be reviewed are set out below:

No	Document	Review period		No	Document	Review period
1	Standing Orders	3 years		26	Town plan	3 years
2	Code of conduct	3 years		27	Action plan	Annual
3	Financial risk assessment	3 years		28	Place Making plan	3 years
4	Financial regulations	3 years		29	Digital plan	3 years
5	Investment strategy	3 years		30	Well-being plan	3 years
6	Cash handling policy	3 years		31	Youth plan	3 years
7	Procurement policy	3 years		32	Climate Change plan	3 years
8	Health and safety statement	3 years		33	Asbestos certificate – toilets	5 years
9	Council risk assessment	3 years		34	Asbestos certificate – CofR	5 years
10	Delegated authority	3 years		35	Approved contractors list	3 years
11	Complaints procedure	3 years		36	DBS checks	3 years
12	Co-option policy	3 years		37	Staff handbook	3 years
13	Equality policy	3 years		38	Stress management risks	3 years
14	Bullying and harassment policy	3 years		39	Working at height policy	3 years
15	Safeguarding policy	3 years		40	Individual risk assessments	Annual
16	Data protection policy	3 years		41	Grant aid policy	3 years
17	Welsh language policy	3 years				
18	Recording of public meetings policy	3 years				
19	Freedom of Information policy	3 years				
20	Dissolution policy	3 years				
21	Bio-diversity plan	3 years				
22	Training plan	Annual				
23	Asset register	Annual				
24	Annual report	Annual				
25	Budget	Annual				

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Council risk assessment

Risk assessment key (5 is high risk and 1 is low risk)

Ref	Heading	Risk area	Level	Mitigation	Level
	Executive officer	Loss of executive officer at short notice due to resignation or other causes.	3	Contract of employment allows for 3 months' notice. There is via the SLCC locum clerks.	2
	Documents	Storage of documents both in paper and electronic format.	3	Paper based documents are located in the office with private papers in a locked cabinet. Back up of documents are on the website.	1
	Electronic information	Retention and protection of electronically stored information and documents.	4	Documents are on the website. Emails need to be .gov and individual to each councillor (work to be completed in 2025)	2
	Budget	Over run of budget causing excess of expenditure over income.	2	Annual budget prepared and approved by full council.	1
	Website	To host a compliant website with full information.	2	Website is compliant, committee section for private papers for councillors.	1
	Unexpected losses	Losses from fire, flooding, wind and accidents.	3	All risks insurance in place with annual review of insured levels.	1
	Reserves	Level of reserves to meet regulations whilst being enough to deliver services.	3	Monitory reserves kept with a minimum of 9 months of budget in reserve, excess money to be applied to projects.	1
	Councillors	Loss of councillor's midterm causing elections with cost implication.	3	An allowance is made in the budget or within reserves.	1
	Complaints	Complaint about council or councillors due to actions taken.	3	All complaints are covered by a formal complaint's procedure.	1
	Procedures	Carrying out procedures which give one person an advantage over another.	3	The council has a procurement policy and a grant aid policy.	1
	Decision making	Transparent and clear decision making.	3	People can join meetings via zoom. All agenda and minutes posted on website. Hybrid meeting equipment to be in place during 2025.	1
	Monitoring	Losses due to lack of council supervision.	3	Monthly monitoring of decisions, accounts and other information completed. Inspection reports on all property are completed weekly.	1
	Public information	Information to the public being unambiguous or inaccurate.	3	Information in the public domain are prepared by the Town Clerk and checked by the Chair and Vice Chair.	1

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	Service delivery	Management of public service delivery poor causes undue cost.	3	Inspection reports on all property are completed weekly. Each councillor has an area of interest. Councillors given a full update report every two months which is also published on the website.	1
	Property	Damage to property causing loss or extra costs.	3	The council has an all risks insurance policy. Inspection reports on all property are completed weekly.	1
	Events or council activity	Risk of injury or claims causing unexpected costs.	3	Risk assessments, event plans and other documents issued and complied with for all events. Risk assessments for council activities in place.	1
	Health and Safety	Breach of health and safety rules.	3	The council monitors the work of the Town Clerk. The council does have a health and safety statement and risk assessments.	1
	Grant aid	Unfair grant aid awards or information given inaccurate.	3	The council has a grant aid policy.	1

R A Robinson
Town Clerk

Dated December 2024