LISVANE COMMUNITY COUNCIL: RISK MANAGEMENT REGISTER **Date Reviewed: 9 May 2022**

Key: L = Low, M = Medium, H = High

Area	**Risk**	**Likelihood**	**Impact**	**Controls** ***(bold indicates areas where work is needed)***
Assets	Damage to physical assets	M	L	Buildings and contents insured. LOSCC are now named on the policy in addition to the Council, at no extra cost. Market was tested in 2019.
	Theft of equipment etc.	M	L	Night Security lighting is in place together with CCTV and a Security Alarm System
	Deterioration of buildings and equipment	M	L	The LOSCC trustees consider a maintenance programme annually. There is a planned programme of electrical, gas and safety equipment checks in place. When complete, the new building is less likely to require as much maintenance
Finance	Banking fraud	L	H	All bank transactions are undertaken by cheque. All computerised documents are now backed up on external hard drive.
	Loss of cash through theft or dishonesty	L	L	No transactions undertaken by cash.
	Inadequate financial controls and records	L	H	Reconciliation prepared by Clerk as at end of June, September, December and March and written report provided to Council as soon as possible thereafter. Three signatories on cheques.

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				Internal and external audit.
	Inadequate budgeting process	L	H	Council receives detailed budgets in the early new year. Precept derived directly from this. Expenditure against budget reported four times a year.
	Lack of compliance with borrowing restrictions	L	M	No new borrowing likely in the immediate future but processes being investigated for possible loan for redevelopment.
Liability	Risk to third party property or individuals	L	M	Insurance in place. Trees, personal tripping hazards, car park surface and similar on site are regularly checked for damage.
Employer Liability	Failure to comply with Employment Law	L	M	Membership of One Voice Wales. Clerk is member of SLCC.
	Failure to comply with HMRC requirements	M	M	Regular advice from HMRC. Internal auditor carries out annual checks. On-line PAYE tool used to assess liability.
	Loss of key personnel – Clerk through ill health, retirement, long term sickness or even death	L	M	The Clerk has good links with other Clerks and records are kept up to date, so it would be possible to get a Clerk to cover any long term absence in addition to support that the Admin Officer should be able to provide
Compliance with Legislation	Ensuring activities are within legal powers	M	M	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.
	Lack of proper and timely reporting via the Minutes	L	M	Council meets once a month and always receives and approves minutes of meetings. Minutes made available on the notice

				board at the shopping precinct and on the Community Web Site (lisvanecommunity.org.uk)
	Lack of document control	L	M	Original deeds stored with Edward Geldard Solicitor. Lease with trustees of Old School Community Centre with Hugh James Solicitor. Copies kept at Clerk's address. Archived Minutes have been scanned to ensure a full village history is available within Lisvane. Minutes to be deposited with the Glamorgan Archives in accordance with the Archive Policy.
	Observance of GDPR requirements	L	M	Policy to be published on website including website privacy policy and requirements to be observed
Councillors' propriety	Improper behaviour by councillors in respect of interests, gifts or hospitality	L	H	Declaration of interests, gifts and hospitality register is available at each Council meeting.

June 2017 and revised 14 May 2018

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