

Langoedmor Community Council

Risk Assessment based on 2025-26 Financial Year

Assessment of Risk - Risk Score	
High	
Medium	
Low	

Service Area	Risk	Risk Score 2025-26	Recommendation/Comments	Risk Score 2024-25
Insurance	Public Liability		Covered.	
	Employers Liability		Covered.	
	Money		Covered.	
	Fidelity Guarantee		Covered.	
	Loss of Revenue		Not Covered.	
	Officials Indemnity		Covered.	
	Libel and Slander		Covered.	
	Personal Accident		Covered.	
IM&T	Loss of data due to system failure		Back Ups are undertaken regularly.	
	Loss of payroll data on PC		Back ups are taken and copy of the back up stored on external device.	
	Loss of key personnel		Advertise vacancy and try and arrange filling vacancy with temporary cover.	
	Financial continuity following loss of key personnel		Consider a contingency plan to cover the financial elements of the clerks work including engaging a firm of accountants to undertake the work.	

Payroll and Personnel	A backlog of work has built up over the years which need to be addressed which is impacting on the day to day operations of the Council		The Council needs to address how this work is to be undertaken and put in place a work schedule with a timetable for completion that is monitored by the Council.	
	The clerks hours of employment do not seem to cover the workload necessitated by the Council and the LPFA		The excessive workload could have an impact on the efficiency of the clerk and impact on the running of the Council.	
Council Members	The ability to recruit members to the Council risks having a diverse local input to the Council		The Council initiates a recruitment drive in an effort to introduce new Councillors. The Council now has seven Councillors which will be its quota at the next election. A decision was therefore made not to recruit any further Councillors	
	Council members have not received formal training recently and so may not be aware of the changes brought about by the 2021 legislation		A training plan is devised to ensure that all Councillor's have up to date knowledge of the Council and the legislation governing its operation. Completion of the training needs to be documented and reviewed by the Council on an annual basis.	
	New Councillor's need to receive an induction into the Council		The Council should develop an induction programme for new councillors. This should include an induction pack and a timetable for training.	
	The register of interests has not been updated in the current year		Councillors update their entries on the register of interests using the documentation that has been supplied by the clerk.	
	Payments Arrangements		Payments are reported to Council on a monthly basis. Payments controls are in place for Bank transfer and cheque payments requiring two signatories.	

Admin	Financial reporting		Bank reconciliations are reported to the Council on a monthly basis.	
	Professional Advice		Membership of OVW and SLCC.	
	Standing Financial Instructions have not yet been update to reflect the 2021 legislation		It is recommended that the Standing Financial Instructions are updated prior to the Annual Meeting and are adopted at this meting.	
	Risk Management		The Council should receive risk management reports in the format recommended by the Internal Auditor on a quarterly basis. This is highlighted in the current work programme.	
Parks	Safety of the public		Continue with regular safety checks but consider employing a professional firm to undertake the checks. The reports should address any improvements in risk scores compared to the previous report.	
	Safety of the Public Monitoring		The results of safety checks should be reported to the Council on a quarterly basis. The Council should have a plan to address any defects and achievement against this plan should be part of the report. Any unsafe equipment should be taken out of commission until remedial work is completed.	
	LPFA Charitable status		The Council continues to treat the running of LPFA as part of the Council. LPFA needs to be run a as separate legal entity with its own structure and finances.	
	LPFA Charitable status and Insurance		In the case of a claim against the LPFA the charity does not have its own insurance. This could lead to complications as the park is insured via the Community Council. The LPFA needs to take out its own insurance policy including a policy covering Trustee indemnity.	n/a

Precept	Planning and Precept		The Council does not link the precept with the planning process for the services that it would like to deliver. The planning and financial planning processes should be interlinked.	
	Inadequate monitoring of financial performance		The Council should monitor performance against budget on a quarterly basis and ensure that any changes required to financial plans are made to ensure financial balance. The Council should receive quarterly financial reports as part of its ongoing business.	
	Illegal Expenditure		Continue to ensure that expenditure is within the legal powers of the Council.	
Accounting	Non standard and/or non compliant records are kept		Ensure that the Council maintains the appropriate financial records and vouchers.	
	Non compliance with statutory deadlines		The Council needs to ensure it has systems in place to submit returns by the statutory deadlines.	
Contracts/Grants	Ensure that value for money is coupled with continuity of work		The Council should comply with Standing Orders and Financial Regulations in its procurement processes. Any deviations from these documents should be agreed by the Council and documented in the Council's minutes.	
	Ensure the Council complies with Standing Orders and Financial Regulations when awarding contracts including grants.		Any deviation from the Standing Order or Financial Regulations should be agreed by the Council and noted in the council's minutes.	

Banking	The Clerk does not access to the Council's Bank accounts even though they have been in post for 22 months. This is a financial and control risk for the Council.		Even though this matter was identified by the Council over a number of months and is frequently reported in the list of outstanding work this has not been resolved. The fact the Clerk is not named individual to deal with the bank makes resolving problems convoluted and difficult. A timescale for ensuring the Clerk has access to the bank accounts needs to be embedded into the Financial Regulations with any failure to meet the target being reported to the Council and remedial action noted.	n/a
	The Clerk does not have access to a Council debit card meaning that small purchases have to be made using a personal card increasing the risk of a processing error.		A timescale for ensuring the Clerk has access to a Council debit card needs to be embedded into the Financial Regulations with any failure to meet the target being reported to the Council.	n/a
	Councillors who are able to use electronic banking leave the Council with the result that cheques need to be used.		The Council needs to ensure that as many Councillors as possible have access to electronic banking to mitigate the risk to banking arrangements of one or more Councillors leaving the Council.	n/a
Public Engagement and Information Strategy	The Council does not have an effective Public Engagement and Information Strategy with which to inform the public.		The Council develops a strategy that encompasses a bilingual website and the use of Facebook to keep in touch with the community.	n/a