

Area	Risk Item	Risk Identified	Consequence	Likelihood	Score	Classification	Mitigants in place to reduce, minimise or control risk					Comments
Staffing risks	Availability of Staff	Long term absence of any staff member would result in serious workload issues for other staff and increased costs to Council	3	4	12	High	Remote access to systems. Staff work from home.	Access to SLCC's locum service or contact neighbouring Councils to see if cover can be provided by other serving Clerks.	Other staff to extend working hours to cover	Cross train staff to each others role and use outside contractors for caretaker role	Tasks prioritised to ensure most important are done	
Staffing risks	Resilience	Staff will not be able to work in the event of disruption due to major unforeseen incidents eg Fire, Utility failure etc including at other locations, pandemics	2	4	8	High	Contracts are working from home.	Remote computer access in place but lack cloud storage.	Remote access to e-mails, Phone messages & banking in place.	Clerk and RFO have laptops which are backed up and memory stick kept safe.	Looking at on-line accounts package with off site data storage.	On-line banking to improve resilience. Plus need for on-line accounting system
Operational Risks	Accidents (Public, Staff and elected members and staff)	Public Staff and Members may be injured due to accidents or negligence. Costs of staff time, replacement, possible compensation claims etc.	3	2	6	Medium	Ensure public liability cover is in place and that the level of cover is adequate	Ensure that duty of care is uppermost when planning and/or providing a service or activity (Risk assessments)				
Asset Risks	Legal Claims	Claims are made in relation to employment matters and from members of the public	3	2	6	Medium	Council models itself as a good employer and follows all expected standards of good employment practice.	Public liability and legal expenses insurance is in place.	The Council has a range of employment policies in place (e.g. grievance and disciplinary procedures).			
Asset Risks	Staffing inadequacies/ inefficiencies	Staffing inadequacies leading to additional costs, services not being provided or reputational loss and cost	4	1	4	Medium	Staff development and training with regular programme of refresher activity	Budget Provision for "unforeseens"	Encourage membership of appropriate supporting organisations (OVW and SLCC)	Provide appropriate insurance cover for negligence etc.		
Operational Risks	Information Security	Important Council information is lost due to damage by fire or water and or computer is lost or damaged.	3	1	3	Medium	No suitable hard copy storage at present	Separate periodic document storage on remote hard drive in case cloud storage fails				
Risks at special events, services and activities	Computing equipment	Failure of the Council's computer systems will cause undue strain on staff and lead to services not being provided and potential statutory or admin actions not being taken in a timely manner	3	1	3	Medium	Computer updates to be installed as they become available					Full remote access available via One drive/internet and remote access software
Operational Risks	Special events, services & activities including seasonal events	Injury to volunteers and attendees. Possibility of fines for failure to meet obligations, court action etc., Compensation payments, damages etc.	3	1	3	Medium	Groups set up to manage events and prepare and apply a specific risk assessment plan covering matters such as use of hot water, trailing wires etc.	Ensure public liability cover is in place and that the level of cover is adequate	Ensure that duty of care is uppermost when planning and/or providing a service or activity			
Risks at special events, services and activities	Christmas decorations	Connection to electricity supply does not comply with appropriate standards	3	1	3	Medium	Qualified electrician or contractors employed to connect lights to trees.					
Legal Risks	Ultra Vires	Council acting outside its powers e.g. ultra vires. Possible surcharge on elected members, disqualification from office, reputational loss	3	1	3	Medium	Ensure the Council keeps up to date with all necessary legislation	Maintain membership of appropriate bodies such as One Voice Wales and SLCC				
Legal Risks	Council reputation	Loss of reputation and goodwill through members not acting transparently or without due Council authorisation. Council not communicating adequately or promptly with residents	1	2	2	Low	Respecting electors rights by allowing attendance at meetings and other appropriate occasions	Proper recording of members interests and gifts etc.	Applying sound principles when dealing with representational matters, particularly in local planning and licensing issues	Use of Community Council noticeboards, facebook and webpage	Timely responses to all correspondence, consultations etc.	Good conduct and adherence to National Code of Conduct at all times
Risks at special events, services and activities	Fire, Act(s) of God, damage, vandalism and theft, IT viruses	Loss of assets or loss of use of assets, inability to deliver services, inefficiencies and disruption or delay	2	1	2	Low	Provide appropriate insurance cover reviewed annually	Ensure that all data is regularly backed up and suitable external access available	Use fire-proof storage wherever possible	Undertake planned periodic condition checks and take any remedial action as soon as possible, prioritising work schedule	Ensure compliance with various health & safety requirements, including Risk assessments, safety (PAT and other tests/inspections)	Contingency planning to be reviewed
Operational Risks	Training of Councillors	Councillors do not have the necessary skills and knowledge to perform their roles.	2	1	2	Low	Council to have an annual training budget and all Councillors be required to commit themselves to appropriate training.	OVW have online modules				This risk will increase at elections in May 2022
Risks at special events, services and activities	Health and Safety Assessments	Activities of the Council are not risk assessed and arrangements regularly monitored.	2	1	2	Low	Clerk has responsibility for ensuring that risk assessments are prepared and regularly monitored.					
Legal Risks	Warden's Equipment	Theft or damage to equipment	2	1	2	Low	Equipment to be locked away in Council's store when not in use.	Insurance is secured to cover losses from theft				

Legal Risks	Disability Discrimination	Council's facilities are not compliant with the legislative requirements.	2	1	2	Low	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 BYCC, provision of disabled toilets etc.						
Political / reputational risks	Data Protection	Council breaches data protection legislation	2	1	2	Low	Policies in place	Staff trained					
Legal Risks	Non-compliance with statutes and regulations	Possibility of fines for failure to meet obligations, court action, tribunal etc	2	1	2	Low	Ensure the Council keeps up to date with all necessary legislation	Use or buy expertise if the necessary expertise is not available in-house	Undertake appropriate staff training	Maintain membership of appropriate bodies such as One Voice Wales, SLCC and ACAS seminars etc.	Keep abreast of 'good practice' guidelines issued by Welsh Assembly Government, Audit Wales etc.		
Operational Risks	Safety of Staff	Possibility of fines for failure to meet obligations, court action etc., Compensation payments, damages etc.	2	1	2	Low	Protective clothing for staff.	COSSH principles in place.	Risk assessments and safe methods of work in place.				
Risks at special events, services and activities	Floral displays	Floral displays are not installed in a safe manner leading to public danger	2	1	2	Low	Displays put up by Council's staff and checked after installation						
Legal Risks	Code of Conduct	Members do not follow code of conduct leading to reputational issues for Council	2	1	2	Low	Members to be trained in the Code of Conduct.						
Legal Risks	Welsh Language Act	The Council fails To comply with the Act.	2	1	2	Low	Council to adopt a Welsh Language Policy	Access to translation services if required					Review of access to Welsh speakers on Council
Political / reputational	Councillors propriety	Reputational risk due to register of interests, gifts and hospitality not being maintained correctly	1	1	1	Low	Register of Interest completed	Register of Gifts & Hospitality held	Formal review twice yearly				