

Offa Community Council - February 2023

Annual Risk Assessment

Risk	Internal controls in place	Additional controls required
Protection of physical assets owned by the Council	Up to date register of assets and regular maintenance Annual review of risk and adequacy of cover Insurance cover for loss or damage Annual burglar alarm maintenance Annual review of risk assessments at LOCH, the council office, community centres and Little Vawnog.	Up to date risk manual at Luke O Connor House
Protection of employees	Employers Liability Insurance Annual review of staff risk assessments Health & Safety and Equal Opportunities Policies Annual staff appraisals Annual workplace risk assessments Training and development needs identified Lone working Policy	
Risk of damage to third party property or individuals as a consequence of the Council providing services or amenities to the public	Public Liability Insurance Regular maintenance of assets Annual review of risk assessments	Up to date risks manual for Luke O Connor House
Legal liability as a consequence of asset ownership	Public Liability Insurance Regular maintenance of physical assets where applicable	
Proper, timely and accurate reporting of council business in the minutes	Minutes properly numbered and paged with a master copy kept in safekeeping Minutes circulated with agendas prior to following meeting for approval	

Members Declarations of interest and signed codes of conduct up to date	Procedures in place for recording members declarations of interest and adoption of Updated codes of conduct as required	
Impact of risks associated with all partnerships including SLAs	Annual review of SLA agreements and other partnerships including insurance requirements. Signed copies of SLA kept in safe keeping. Quarterly monitoring and written reports to Council	
Disaster recovery and business continuity risk management	Off-site secure storage of data Clerks contingency file in office	
Ensuring all requirements are met under Data Protection Act 2018	Data Protection and Information Security policies adopted. Data inventory completed. ICO registration updated.	
<u>Financial Risk Assessment</u> Keeping proper financial records in accordance with statutory requirements	quarterly financial reports to Council and monthly approval of expenditure Annual Independent Internal Audit	
Ensuring all business activities are within legal powers applicable to local councils	Powers of expenditure are minuted Annual Independent Internal Audit	
Ensuring that all requirements are met under employment law and Inland Revenue regs	Regular returns to the Inland Revenue and contracts of employment for all staff Regular reviews of employment policies	
Ensuring all requirements are met under Customs and Excise Regulations	Regular VAT returns Annual Internal Audit checks VAT separately identified in accounts	
Ensuring the adequacy of the annual precept within sound budgeting arrangements	quarterly financial expenditure statements, bank reconciliations and budget monitoring statements annual budget review	

Loss of cash through theft or dishonesty

Fidelity Guarantee insurance
Annual Independent Internal Audit
Budgetary controls
Regular reconciliation of bank statements to financial records.
Minimum of 2 signatories on cheques
All cash banked within 24 hours