

LLANFAIR CAEREINION TOWN COUNCIL COUNCIL RISK ASSESSMENT

Ref	Heading	Details	Initial Risk Level	Mitigation	Final Risk Level
1	Town Clerk	Loss of the Town Clerk at short notice due to resignation or other causes.	4	The Town Clerks contract of employment allows for 3 months' notice, Councillors pack has been prepared along with a Town Clerks manual (living document) to aid short term running of the Council without a Town Clerk.	2
2	Financial	Overrun on budget causing end of year loss.	3	Monthly monitoring of the budget against actual expenditure presented to the Council with bank balances.	2
3	Losses due to unforeseen circumstances	Losses due to unforeseen risks such as flooding, fire or other damage.	4	All risks insurances are in place.	1
4	Reserves	Level of reserved to be kept at a suitable level to support the service delivery.	3	The level of reserves shall be no less than 75% of the precept and no more than 125% of the precept except where monies are allocated to specific projects.	1
5	Councillors	Loss of Councillors creating an election and cost to the Council.	3	An amount in the annual budget for one election to be in place.	1
6	Complaints	Complaints by third parties due to Council decisions or actions.	3	A complaints procedure is published.	1
7	Procedures	Unfair procedures giving advantage to one over another.	3	There are formal procedures in place and they are contained in the documents section of the web site and in the Councillors Information Pack.	1
8	Decision making	Consistent decision making with transparency.	3	All decisions are recorded in the minutes. Policies in place to aid a level playing field.	1
9	Monitoring	Losses due to lack of Council action or lack of supervision.	3	Monthly reporting and monitoring in place.	1

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10	Information	Information to the public being ambiguous or inaccurate.	3	Public information about the Council shall be dealt with by the Chair or in the absence of the Chair the Vice Chair. The Town Clerk only issues formal announcements and legal announcements.	1
11	Quality	Quality of service delivery poor causing undue cost or failures.	4	Monthly reporting and monitoring in place.	1
12	Property	Claims against the Council relating to property ownership.	4	All risks insurance policy in place.	1
13	Council activity risks	Risk of injury or claims against delivery of Council Services.	4	Risk assessments and weekly monitoring of all property and assets completed.	1
14	Health and Safety	Breach of Health and Safety Rules.	4	Health and Safety Policy statement published. Risk assessments and regular monitoring.	2
15	Grant Aid	Claim of unfair treatment during grant aid awards by the Council.	3	Grant Aid Policy in place.	1

KEY:

Red – mitigation actions not yet in place.

Blue – mitigation actions in preparation.

Black – mitigation actions in place.