



# LLANNON COMMUNITY COUNCIL RISK REGISTER

Approved by Council on: -

## LLANNON COMMUNITY COUNCIL'S RISK REGISTER 2024/25

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable Llannon Community Council to identify any and all potential inherent risks. Llannon Community Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, in so far as is practically possible.

This document has been produced to enable Llannon Community Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

### Assessment Criteria

**Rating:** Potential Consequence Score: 1-5  
 Likelihood of Happening Score: 1-5  
 Severity Level Score = Potential Consequence x Likelihood

**Classification:** 1-5 Low  
 6-10 Medium  
 11-15 High  
 16-25 Very High

Topic	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to Reduce/Minimise/Control Risk
<b>Income</b>						
Precept	Not Submitted	5	1	5	Low	<ul style="list-style-type: none"> <li>• Full Budget process in place.</li> <li>• RFO to prepare draft budget annually, following receipt of base rate from Carmarthenshire County Council.</li> <li>• Committees to consider respective budgets annually in January.</li> <li>• Council's future strategy to be considered and Forward Development Plan to be adopted and reviewed annually in May.</li> </ul>

						<ul style="list-style-type: none"> <li>Finance Committee to consider budget annually in January.</li> <li>Full Council to determine precept annually in January.</li> <li>Chief Officer &amp; Chair of Council to sign precept request.</li> <li>Chief Officer to notify County Council of precept request by end of January.</li> </ul>
	Not paid by County Council	5	3	15	High	<ul style="list-style-type: none"> <li>RFO to monitor and report to Chief Officer and Council.</li> <li>Paid directly to bank account by BACS.</li> <li>Council to consider adequate reserves to cover risk.</li> </ul>
	Inadequacy of Precept	5	1	5	Low	<ul style="list-style-type: none"> <li>RFO to present monthly cashbooks and budget monitoring spreadsheet to Finance Committee.</li> <li>Finance Committee to review/compare budget to actual quarterly.</li> <li>Virements to be considered.</li> <li>RFO to present a quarterly Finance Report to the Finance Committee and Full Council.</li> </ul>
Cemetery	Grave Allocation	5	1	5	Low	<ul style="list-style-type: none"> <li>Burial records to be kept up to date.</li> <li>New cemetery software to be installed.</li> <li>New graves are allocated and marked by Burial Clerk.</li> <li>Mapping of cemetery to be reviewed annually.</li> <li>Paper records to be regularly scanned (internally).</li> <li>Burial books to be scanned annually (externally).</li> <li>Grant of Exclusive Rights of Burial to be issued to grave owner by recorded delivery.</li> </ul>
	Collection of correct interment charges	5	1	5	Low	<ul style="list-style-type: none"> <li>No burials to take place until the Burial Clerk has received the signed application form and relevant fees.</li> <li>RFO to cross check income received with fees due.</li> </ul>
	Review of Fees	5	1	5	Low	<ul style="list-style-type: none"> <li>Annual review of charges in January by Assets Committee.</li> </ul>
	Banking of Fees	5	1	5	Low	<ul style="list-style-type: none"> <li>All fees to be paid direct to the Council Account via Bank Transfer.</li> </ul>
Tumble Hall	Bar Receipts	5	1	5	Low	<ul style="list-style-type: none"> <li>Bar Manager to reconcile bar takings after each event.</li> <li>Cash to be kept in safe until banked.</li> <li>Bar Manager to bank cash weekly (where events have been held).</li> <li>RFO to reconcile bank statements with paying in book monthly.</li> </ul>
	Bar Purchases	5	1	5	Low	<ul style="list-style-type: none"> <li>Bar Manager to consider best value when purchasing.</li> <li>Delivery notes must be cross checked with stock received.</li> <li>VAT invoices must be supplied where relevant.</li> <li>RFO to cross check invoices with amounts paid.</li> <li>Purchases to be made via Supplier Accounts, Credit Card or Soldo Card.</li> </ul>

	Bar Stock - Theft/Dishonesty of Staff	5	1	5	Low	<ul style="list-style-type: none"> <li>• Independent stock-take every year.</li> <li>• Reconciliation records to be retained by RFO.</li> <li>• CCTV in operation.</li> </ul>
	Bar Stock - High Bar Wastage	5	1	5	Low	<ul style="list-style-type: none"> <li>• Recording of wastage.</li> <li>• All purchases recorded.</li> <li>• Orders signed for by a member of staff.</li> <li>• Delivery notes to be presented to Bar Manager.</li> <li>• Invoices forwarded to RFO and checked by Chief Officer.</li> </ul>
	Hiring Charges/Collection	5	1	5	Low	<ul style="list-style-type: none"> <li>• Well-being Officer to ensure that hiring applications are fully completed and signed for by all casual hirers.</li> <li>• Well-being Officer to ensure that Hallmaster is updated as and when bookings made.</li> <li>• Well-being Officer to issue invoices for casual hirers and regular hirers.</li> <li>• RFO to ensure that the invoices reconcile with the hiring fees.</li> <li>• Invoices for regular hirers to be issued monthly.</li> <li>• All fees to be paid direct to the Hall Account via Bank Transfer.</li> </ul>
	Hiring Charges – Review	5	1	5	Low	<ul style="list-style-type: none"> <li>• Annual Review of charges in January by Finance Committee.</li> </ul>
	Ticket Sales	5	1	5	Low	<ul style="list-style-type: none"> <li>• All ticket sales to be via Ticketsource, no cash purchases available.</li> <li>• Enough reserves must be available in advance of performance if act requires payment in advance.</li> </ul>
Y Cwtsh	Y Cwtsh Donations	5	1	5	Low	<ul style="list-style-type: none"> <li>• Well-being Officer to reconcile donations after each session.</li> <li>• Well-being Committee to consider purchase of a till.</li> <li>• Cash to be kept in safe until banked.</li> <li>• Well-being Officer to bank cash on a weekly basis.</li> <li>• RFO to reconcile bank statements with paying in book monthly.</li> </ul>
	Y Cwtsh Purchases	5	1	5	Low	<ul style="list-style-type: none"> <li>• Well-being Officer to consider best value when purchasing.</li> <li>• Delivery Notes must be cross checked with stock received.</li> <li>• VAT invoices must be supplied where relevant.</li> <li>• RFO to cross check invoices with amounts paid.</li> <li>• Purchases to be made via Supplier Accounts, Credit Card or Soldo Card.</li> </ul>
	Stock -Theft/Dishonesty of Staff/Volunteers/Service Users	5	1	5	Low	<ul style="list-style-type: none"> <li>• Well-being Officer to carry out monthly stock-take.</li> <li>• Reconciliation records to be retained by RFO.</li> <li>• CCTV in operation.</li> </ul>
	Y Cwtsh Charges	5	1	5	Low	<ul style="list-style-type: none"> <li>• Annual Review of donations by the Well-being Committee in January.</li> </ul>

	Y Cwtsh Room Hiring Charges/Collection	5	1	5	Low	<ul style="list-style-type: none"> <li>RFO to invoice Tumble United AFC and Tumble Family Centre for annual charges.</li> <li>All fees to be paid direct to the Council Account via Bank Transfer.</li> </ul>
	Hiring Charges – Review	5	1	5	Low	<ul style="list-style-type: none"> <li>Annual Review of charges in January by Assets Committee.</li> </ul>
Cinio a Chlonc	Cinio a Chlonc Income	5	1	5	Low	<ul style="list-style-type: none"> <li>Well-being Officer to reconcile donations after each session.</li> <li>Well-being Committee to consider purchase of additional Sum-Up machine to take debit/credit card payments.</li> <li>Cash to be kept in safe until banked.</li> <li>Well-being Officer to bank cash on a weekly basis.</li> <li>RFO to reconcile bank statements with paying in book monthly.</li> </ul>
	Cinio a Chlonc Purchases	5	1	5	Low	<ul style="list-style-type: none"> <li>Well-being Officer to consider best value when purchasing.</li> <li>Delivery Notes must be cross checked with stock received.</li> <li>VAT invoices must be supplied where relevant.</li> <li>RFO to cross check invoices with amounts paid.</li> <li>Purchases to be made via Supplier Accounts, Credit Card or Soldo card.</li> </ul>
	Cinio a Chlonc Entertainment	5	1	5	Low	<ul style="list-style-type: none"> <li>All acts to be paid by bank transfer on receipt of invoice.</li> </ul>
Cross Hands Tennis Courts	Tennis Courts Income	5	1	5	Low	<ul style="list-style-type: none"> <li>All fees to be paid direct to the Council Account via Bank Transfer from Stripe.</li> </ul>
	Charges	5	1	5	Low	<ul style="list-style-type: none"> <li>Annual Review charges in January by Assets Committee.</li> </ul>
Loss of Money	Business Interruption	5	2	10	Medium	<ul style="list-style-type: none"> <li>Insured Gross Revenue – £220,000.00</li> <li>Additional increased cost of working - £100,000.00</li> </ul>
	In Transit or Business Premises during working hours.	5	1	5	Low	<ul style="list-style-type: none"> <li>Insured for limit of £5,000.00.</li> </ul>
	In a locked safe at the Insured's premises out of business hours.	5	1	5	Low	<ul style="list-style-type: none"> <li>Insured for £2,500.00.</li> </ul>
	Out of a safe at the Insured's premises out of business hours	5	1	5	Low	<ul style="list-style-type: none"> <li>Insured for £350.00.</li> </ul>
	Private Residence of any Councillors or Clerks	5	1	5	Low	<ul style="list-style-type: none"> <li>Insured for £350.00.</li> </ul>
	Whilst at exhibitions and or fetes.	5	1	5	Low	<ul style="list-style-type: none"> <li>Insured for £350.00.</li> </ul>
	Through theft or dishonesty of Staff or Members	5	1	5	Low	<ul style="list-style-type: none"> <li>Fidelity guarantee of £250,000.00 any one occurrence and in the aggregate for the period of insurance.</li> </ul>

Reserves – General	Ensure Adequacy	5	5	25	Very High	<ul style="list-style-type: none"> <li>Consider at Budget Setting.</li> <li>Council should also consider a reserves policy.</li> </ul>
Reserves – Earmarked	Ensure Adequacy	5	3	15	High	<ul style="list-style-type: none"> <li>Consider at Budget Setting/Council should also consider a reserves policy.</li> </ul>
<b>SLA's</b>						
	Failure to fulfil agreement	3	1	3	Low	<ul style="list-style-type: none"> <li>Chief Officer to monitor.</li> <li>Diary of work undertaken to be implemented during installation of new assets software.</li> </ul>
	Loss of income	3	1	3	Low	<ul style="list-style-type: none"> <li>Chief Officer to monitor and negotiate new agreement with County Council on maintaining footpaths.</li> <li>Chief Officer to monitor and negotiate new agreement with local Councils for playground inspections.</li> </ul>
<b>Expenditure</b>						
Legal Powers	Illegal Payment or Activity	3	1	3	Low	<ul style="list-style-type: none"> <li>All statutory powers to undertake work recorded in the budget document.</li> <li>Ensure compliance with Standing Orders and Financial Regulations.</li> <li>Review of Standing Orders and Financial Regulations at least annually during the Annual Meeting.</li> </ul>
Salaries/Wages	Incorrect Salary Paid	3	1	3	Low	<ul style="list-style-type: none"> <li>Carmarthenshire County Council carry out payroll on our behalf and have correct salary figures that should be paid.</li> </ul>
	Incorrect Rate Applied	3	1	3	Low	<ul style="list-style-type: none"> <li>Carmarthenshire County Council carry out payroll on our behalf and have correct salary figures that should be paid.</li> <li>NJC PayScale awarded by the Council.</li> </ul>
	Not Accounting for correct deductions of NI, Tax and Superannuation	3	1	3	Low	<ul style="list-style-type: none"> <li>CCC employed to process staff wages.</li> </ul>
	Inaccurate recording of hours	5	1	5	Low	<ul style="list-style-type: none"> <li>Time sheets used for manual staff and casual workers which are checked by the Chief Officer for accuracy.</li> </ul>
	Submission of PAYE records Payments	5	3	15	High	<ul style="list-style-type: none"> <li>Returns submitted monthly by RFO.</li> <li>In the event of RFO absence, Chief Officer to submit.</li> <li>In the event of the absence of both Officers, Personnel Committee to sanction all basic salary payments.</li> <li>Standard Operational Procedure for Payroll Processing to be forwarded to Personnel Committee by RFO.</li> <li>Payroll records required for the Annual Return are to be stored electronically.</li> </ul>

VAT Recovery	Improper recording of input/output VAT	3	1	3	Low	<ul style="list-style-type: none"> <li>• Electronic systems in place to ensure compliance.</li> <li>• VAT recorded on the Cashbooks.</li> </ul>
	Improper Identification of Non-Business Activities	3	1	3	Low	<ul style="list-style-type: none"> <li>• Electronic systems in place to ensure compliance.</li> </ul>
	Inability to meet quarterly submissions to H.M customs	3	1	3	Low	<ul style="list-style-type: none"> <li>• Systems in place to ensure compliance.</li> </ul>
	Annual Reconciliation of quarterly returns	3	1	3	Low	<ul style="list-style-type: none"> <li>• Systems in place to ensure compliance.</li> </ul>
Financial Assistance	Legal Power to contribute	3	1	3	Low	<ul style="list-style-type: none"> <li>• Section 137 of the Local Government Act 1972 requires that the financial assistance awarded is commensurate with the benefit accrued to the community.</li> <li>• The amount councils are permitted to spend is limited to a multiple of registered electors as at January immediately before the start of the financial year. The Council must ensure they do not spend more than the allowed sum. The allowable amount is published annually by Welsh Government and is £10.81 per elector for 2024-25. For 2025-26 the amount per elector is £11.10.</li> <li>• RFO to keep an account of all S137 Payments which must be included within the Annual Return.</li> </ul>
	Compliance with Council Policy	5	1	5	Low	<ul style="list-style-type: none"> <li>• Members should refer to Council Policy.</li> <li>• Financial Assistance Policy to be reviewed by the Council annually in May.</li> </ul>
	Overspend	3	1	3	Low	<ul style="list-style-type: none"> <li>• In accordance with S137, the Council should consider a budget within the allowable sum.</li> <li>• The RFO is to monitor spend and report to Finance Committee.</li> </ul>
Councillors Allowances	Over/Under payments to Members	5	1	5	Low	<ul style="list-style-type: none"> <li>• The Council must consider Councillor Payments in line with levels set out by the Independent Remuneration Panel for Wales, annually in May. The Council needs to consider the payment levels for 2024-25.</li> <li>• Members must complete an Opt Out form and return it to the RFO if they do not wish to claim payments.</li> <li>• If a Member wishes to claim, they must verify their payroll information is up to date with the RFO.</li> </ul>
	Proper deduction of tax	5	1	5	Low	<ul style="list-style-type: none"> <li>• Reviewed by Chief Officer &amp; RFO, in line with IRPW and HMRC.</li> </ul>
	Maintain proper records	3	1	3	Low	<ul style="list-style-type: none"> <li>• Standard forms in place for Members to complete.</li> <li>• Statement of payments to Members to be produced by RFO and submitted to IRPW and Audit Wales by 30<sup>th</sup> September each year.</li> </ul>

						<ul style="list-style-type: none"> <li>Statement of payments to Members to be published on Council website by 30<sup>th</sup> September each year.</li> </ul>
Best Value Accountability	Work awarded incorrectly/overspend on services	5	1	5	Low	<ul style="list-style-type: none"> <li>Follow Financial Regulations &amp; Standing Orders.</li> <li>If problems encountered with a contract, Chief Officer to investigate and report back to the Council.</li> </ul>
<b>Other</b>						
Assets	Loss / Damage	5	1	5	Low	<ul style="list-style-type: none"> <li>Weekly inspection of all buildings.</li> <li>Bi-weekly inspection of Upper Tumble Public Cemetery.</li> <li>Monthly inspection of all other assets.</li> <li>Insure against all risks.</li> <li>Contents to be insured for replacement value.</li> </ul>
	Risk or damage to third party property or individuals	5	1	5	Low	<ul style="list-style-type: none"> <li>£10m Indemnity of Public Liability in place.</li> <li>Review annually.</li> </ul>
	Security of Buildings and Equipment	5	1	5	Low	<ul style="list-style-type: none"> <li>CCTV and alarm systems in place.</li> <li>Key Register in place.</li> <li>Review annually.</li> </ul>
	Asset Register	5	1	5	Low	<ul style="list-style-type: none"> <li>The Accounts and Audit (Wales) Regulations 2014, regulation 6, requires the Council to keep a record of all assets and liabilities held by the Council.</li> <li>All Council buildings to be valued by a qualified surveyor bi-annually.</li> <li>Asset Register to be regularly updated by RFO and reviewed by the Council annually in May.</li> <li>Assets are to be insured appropriately.</li> </ul>
	Maintenance	5	1	5	Low	<ul style="list-style-type: none"> <li>All assets are regularly reviewed and maintained accordingly.</li> <li>All repairs are actioned/authorised in accordance with the correct procedures of the Council.</li> <li>Maintenance records to be stored electronically and paper files where required.</li> </ul>
Staff	Insufficient to deliver service	5	3	15	High	<ul style="list-style-type: none"> <li>Pool of casual staff to be increased.</li> <li>Policy to be implemented by Personnel Committee to take into consideration when Council Staff are required to cover Casual Staff Shifts.</li> <li>Chief Officer to review Staff Structure as and when required and make recommendations to the Personnel Committee.</li> </ul>
	Health and Safety	5	2	10	Medium	<ul style="list-style-type: none"> <li>All employees to be provided with adequate direction, training and safety equipment needed to undertake their roles.</li> <li>Monitor Health and Safety requirements and insurance annually.</li> </ul>



	Loss of key personnel – Chief Officer and RFO through ill health, retirement, long term sickness or even death	5	3	15	High	<ul style="list-style-type: none"> <li>• Council to consider private healthcare plan for staff.</li> <li>• Key Personnel Insurance in place.</li> <li>• Council to consider adopting a Business Continuity Plan.</li> </ul>
	Allowances & Expenses	3	1	3	Low	<ul style="list-style-type: none"> <li>• Personnel Committee to review Staff Allowances &amp; Expenses Policy.</li> </ul>
Cemetery	Future Demand	3	1	3	Low	<ul style="list-style-type: none"> <li>• Adequate land currently available.</li> <li>• Assets Committee to review annually.</li> </ul>
	Capacity of present Garden of Remembrance	3	1	3	Low	<ul style="list-style-type: none"> <li>• Adequate land currently available.</li> <li>• Assets Committee to review annually.</li> </ul>
	Memorial Headstones (Safety)	5	1	5	Low	<ul style="list-style-type: none"> <li>• Carry out safety tests on memorial headstones at both Upper Tumble public cemetery and former Ebenezer Cemetery bi-annually.</li> <li>• Review Memorial Headstone erection policy annually.</li> <li>• Headstone Safety Testing equipment to be re-calibrated.</li> </ul>
Vehicles	Roadworthiness	5	1	5	Low	<ul style="list-style-type: none"> <li>• Vans serviced 6 monthly, tested for MOT annually, taxed and insured annually.</li> <li>• Instruct driver to monitor oil and tyre pressure levels weekly.</li> <li>• Accident reporting policy in place.</li> </ul>
	Failure to deliver services whilst a vehicle is off the road	5	3	15	High	<ul style="list-style-type: none"> <li>• Alternative vehicle to be hired where required.</li> <li>• Council to consider opening an account with an established vehicle hire company.</li> </ul>
	Essential Vehicle Users/Casual Vehicle Users	5	1	5	Low	<ul style="list-style-type: none"> <li>• Personnel Committee to review current usage of personal vehicles.</li> </ul>
Insurance	Adequacy / Cost / Compliance	5	3	15	High	<ul style="list-style-type: none"> <li>• RFO to review Council and Vehicle insurance annually.</li> <li>• Ensure compliance measures are in place.</li> </ul>
Data Protection	Policy Provision	5	5	25	Very High	<ul style="list-style-type: none"> <li>• In accordance with the Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR), the Council must consider its' Data Protection obligations.</li> <li>• Severe Data Protection Breach by a Member still under investigation.</li> <li>• The Chief Officer must complete annual registration with the Information Commissioners Office and report to Council.</li> <li>• Members and staff must adhere to the Council's E-mail policy.</li> <li>• Data Protection Policy and Privacy Notices to be reviewed by the Council annually.</li> </ul>
Data Audit	Failure to carry out	5	1	5	Low	<ul style="list-style-type: none"> <li>• Chief Officer &amp; RFO to carry out in accordance with Data Protection Policy.</li> </ul>

Document Retention	Failure to comply	5	1	5	Low	<ul style="list-style-type: none"> <li>• Chief Officer &amp; RFO to review documents to be destroyed annually.</li> <li>• Disposal records kept.</li> <li>• Document Retention Policy to be reviewed by the Council annually in May.</li> </ul>
Freedom of Information Publication Scheme	Failure to publish	5	1	5	Low	<ul style="list-style-type: none"> <li>• In accordance with the Freedom of Information Act 2000 the Council has a duty to publish a publication scheme and must review Freedom of Information Scheme annually.</li> <li>• Published on the Council's website.</li> <li>• Reviewed annually by the Council in May.</li> </ul>
Document Security	Appropriateness of existing facilities	5	1	5	Low	<ul style="list-style-type: none"> <li>• Documents to be retained in fire resistant boxes and electronically.</li> <li>• Deposit historical records with confidential waste disposal company in accordance with the Council's document retention policy.</li> </ul>
Financial Records	Inadequate Records	5	1	5	Low	<ul style="list-style-type: none"> <li>• Financial Regulations in place and reviewed annually by council.</li> <li>• Documents to be retained in fire resistant boxes and electronically.</li> </ul>
Minutes/Agendas/ Notices/ Statutory Notices	Accuracy and Legality	3	1	3	Low	<ul style="list-style-type: none"> <li>• Minutes and Agendas are produced in the prescribed manner by the Chief Officer and adhere to the legal requirements.</li> <li>• Minutes are approved and signed at the next available opportunity.</li> <li>• Minutes and Agendas are published according to legal requirements.</li> </ul>
Business Conduct	Non-compliance with Code of Conduct	5	2	10	Medium	<ul style="list-style-type: none"> <li>• Business conducted at Council meetings should be managed by the Chair.</li> <li>• Members must adhere to the Code of Conduct.</li> </ul>
Business Continuity	Pandemic/Pre-election period	5	5	25	Very High	<ul style="list-style-type: none"> <li>• Council should consider the adoption of a Business Continuity Plan to delegate functions in the event of disruption due to pandemic situations or pre-election periods.</li> </ul>
Annual Return	Submit correct return on time	5	3	15	High	<ul style="list-style-type: none"> <li>• Annual Return to be approved in a set agenda item at the Council meeting before 30<sup>th</sup> June.</li> <li>• Members will need to be mindful of the statutory timetable for approving the accounts and where the statutory dates are not met, establish why there is a delay and make arrangements to approve the accounts as soon as possible thereafter.</li> <li>• Members must receive the full annual return 3 days before the meeting.</li> </ul>

						<ul style="list-style-type: none"> <li>• The Accounts and Audit (Wales) Regulations 2014 requires that the council as a whole approve the accounting statements (contained in the Annual Return) and signed by the Council.</li> <li>• Submitted to internal auditor for completion and signing.</li> <li>• Submitted to External Auditor within the published time frames.</li> <li>• In the event of the absence of the RFO, Personnel Committee must appoint a temporary RFO to carry out this task.</li> </ul>
Risk Register	Appropriateness of existing processes	5	1	5	Low	<ul style="list-style-type: none"> <li>• To be reviewed by Finance Committee annually in May.</li> </ul>
Appointment of Internal Auditor	Failure to appoint	5	1	5	Low	<ul style="list-style-type: none"> <li>• RFO to ensure arrangements are in place for the Internal Audit of the council's accounting records and of its system of internal control.</li> <li>• Terms of Reference to be approved by Finance Committee.</li> <li>• Letter of Instruction to be issued by RFO to Internal Auditor.</li> <li>• RFO to ensure receipt of the internal audit report prior to the council's approval of the annual return</li> </ul>
Health and Safety Risk Assessment	Failure to identify	5	3	15	High	<ul style="list-style-type: none"> <li>• External Health and Safety Organisation employed.</li> <li>• Risk Assessments to be carried out by external H&amp;S annually.</li> <li>• Chief Officer/RFO to advise Council on any recommendations.</li> <li>• Annual budget in place to meet H&amp;S requirements.</li> </ul>
Council Events	Failure to plan correctly	5	3	15	High	<ul style="list-style-type: none"> <li>• Event management plan to consistently regulate event activities safely.</li> <li>• Risk Assessment to be carried out.</li> <li>• Insurance to be updated where required.</li> </ul>
Events arranged by other organisations on Council land	Failure to plan correctly	5	4	20	Very High	<ul style="list-style-type: none"> <li>• Event management plan to be supplied to Chief Officer by hirer (within one month of the event).</li> <li>• Risk Assessment to be supplied to Chief Officer by hirer (within one month of the event).</li> <li>• Proof of insurance to be supplied to Chief Officer by hirer (within one month of the event).</li> <li>• Relevant payment to be received (where applicable).</li> <li>• Policy for events arranged on Council land to be created by Assets Committee.</li> </ul>
Disability Discrimination Issues	Failure to identify and implement adaptations	5	1	5	Low	<ul style="list-style-type: none"> <li>• Independent Consultants engaged to identify changes in law.</li> <li>• Chief Officer to make recommendations to Council where required.</li> </ul>
Register of Members Interest, Gifts and Hospitality	Identification of interest and recording of gifts and hospitality	5	3	15	High	<ul style="list-style-type: none"> <li>• Declaration of Acceptance of Office signed by all Members and copies held by Chief Officer.</li> </ul>

						<ul style="list-style-type: none"> <li>Register of Members Declarations of Interests file held by Chief Officer and published on Council website.</li> <li>Members responsible for updating the Chief Officer of any changes.</li> </ul>
Code of Conduct	Failure to adhere to Code of Conduct	5	3	15	High	<ul style="list-style-type: none"> <li>Code of Conduct reviewed and adopted by Council in May 2024.</li> <li>All Members issued with a copy.</li> <li>Members Code of Conduct to be reviewed annually.</li> <li>Employee Code of Conduct adopted by Council in June 2023.</li> <li>All Staff issued with a copy.</li> <li>Employee Code of Conduct to be reviewed every three years or as and when required.</li> </ul>
Welsh Language (Wales) Measure 2011	Failure to adhere to Welsh Language Scheme	5	2	10	Medium	<ul style="list-style-type: none"> <li>Welsh language Scheme adopted by Council on 30<sup>th</sup> May 2023.</li> <li>Instantaneous translation facilities available at all Full Council meetings.</li> <li>All agendas produced bilingually.</li> <li>Chair to translate minutes and documents on behalf of the Council as and when required.</li> <li>Press releases and advertising to be undertaken bilingually.</li> <li>Letters received in Welsh replied to in Welsh by Deputy-Chief Officer.</li> <li>Telephone or Face-to-Face communications in Welsh to be arranged with Deputy-Chief Officer.</li> <li>Training to be provided for Staff, Volunteers and Members to improve Welsh language skills.</li> <li>Welsh Language Scheme to be reviewed by the Council annually in May.</li> </ul>
Environment (Wales) Act 2016, S6 Biodiversity & Resilience of Ecosystems Duty	Failure to report	5	2	10	Medium	<ul style="list-style-type: none"> <li>Environment Committee established who regularly review the Council's Biodiversity duties.</li> <li>Report first adopted by Council in 2023 and reviewed in 2024.</li> <li>Draft update to be produced by Environment Committee annually in April.</li> <li>Draft report to be reviewed by the Council annually in May.</li> </ul>
Well-being of Future Generations (Wales) Act 2015 – S40 Report	Failure to report	5	2	10	Medium	<ul style="list-style-type: none"> <li>Well-being Committee established who review the Council's progress on our Well-being Objectives.</li> <li>Chief Officer and Well-being Officer to create Draft Report annually in April.</li> <li>Draft Report to be reviewed by Well-being Committee annually in April.</li> <li>Draft Report to be reviewed by Council annually in May.</li> </ul>

Local Government & Elections (Wales) Act 2021 – S52 Annual Report	Failure to report	5	2	10	Medium	<ul style="list-style-type: none"> <li>• Chief Officer to create Draft Report annually in April.</li> <li>• Draft Report to be reviewed by Council annually in May.</li> </ul>
Training & Development Plan	Failure to create and implement plan	5	2	10	Medium	<ul style="list-style-type: none"> <li>• Plan first adopted by Council in 2023 and requires review.</li> <li>• To be reviewed by Council annually in May.</li> <li>• Monthly training update to be provided to Council by Chief Officer.</li> </ul>
Website	Failure to publish statutory information	5	2	10	Medium	<ul style="list-style-type: none"> <li>• Chief Officer and RFO to ensure correct information is published.</li> </ul>
Public Bodies (Admission to Meetings) Act 1960/S4 of the Local Government & Elections (Wales) Act 2021	Non-adherence may force a meeting to be cancelled	5	3	15	High	<ul style="list-style-type: none"> <li>• Full Council meetings allow public participation.</li> <li>• Council has resolved to hold Full Council meetings in hybrid setting.</li> <li>• Requires two translators to be present at hybrid meetings.</li> <li>• Requires security to be present at hybrid meetings.</li> <li>• Video conferencing equipment must be checked well in advance of the meeting.</li> </ul>