A close-up of a logo

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**QUEENSFERRY COMMUNITY COUNCIL**

**RISK ASSESSMENT 2023-24**

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| **RISK** | **POSSIBLE CONSEQUENCE** | **POTENTIAL IMPACT HIGH/MEDIUM/LOW** | **LIKELIHOOD OF OCCURANCE HIGH/MEDIUM/LOW** | **CONTROLS** |
| Loss or damage to physical assets. (including footway lighting columns and wayside seats). | Unable to use assets and expense of replacement. | HIGH | MEDIUM | * Adequate insurance cover. * Up to date Asset Register. * Regular maintenance arrangements provided through Flintshire County Council regarding footway lighting. * Periodic visual checks on wayside seats by Councillors. |
| Damage to third party property or individuals. | Legal action arising from injury or damage to third party property / individuals. | HIGH | MEDIUM | * Public Liability insurance. * Regular maintenance of physical assets. * Adherence to safe working practices. |
| Loss of cash due to theft or dishonesty. | Council unable to provide intended services and meet expenses.  Damage to reputation of Council. | HIGH | LOW | * Fidelity Guarantee Insurance. * Internal controls to detect and prevent fraud. * Budgetary controls. * Regular reconciliation of bank statements / financial records. |
| Complaint that Contract is not fairly awarded. | Investigation by External Auditor leading to increased fees.  Public Interest Report. | HIGH | LOW | * Standing Orders and Financial Regulations in place regarding awarding contracts. |
| Incurring ‘ultra vires’ expenditure. | Local elector challenge.  District Audit investigation.  Public Interest Report. | HIGH | LOW | * Recording in the minutes the powers under which non-routine and Section 137 expenditure is approved. |
| Inadequate precept. | Council unable to provide intended services and programmes.  Council runs out of funds. | HIGH | LOW | * Sound budgetary management arrangements are in place and reserves are maintained to cover unforeseen items. * Quarterly Finance meetings held to review expenditure and balances held. |
| Poor management of funds. | Bank account discrepancies.  Bank charges.  Loss of interest. | LOW | LOW | * Budgetary control. * Regular bank reconciliations. |
| Keeping proper financial records. | Council runs out of funds.  Inadequate checks.  Dishonesty of staff.  Council unable to provide intended services and programmes. | HIGH | LOW | * Regular updating of receipts, payments and bank reconciliations. * 3 signatories required to sign off every cheque issued. * Initialled cheque stubbs and initialled invoices to validate amount spent. * All financial commitments are approved before payment. * Appointment of Internal Auditor. |
| Proper, timely and accurate reporting of Council business in the Minutes. | Unrecorded authorisation of action/expenditure.  Challenge by local elector.  Investigation by External Auditor leading to increased fees.  Public Interest Report. | HIGH | LOW | * Prompt and accurate recording of the minutes. * Minutes submitted to next meeting for review of accuracy and approval. |
| Damage to footway lighting columns and bus shelters. | Cost of replacement columns.  Repairs to bus shelters.  Lack of services available to the public. | MEDIUM | LOW | * Most damage caused by third party vehicles from whom reimbursement is claimed where possible. |
| Damage to wayside seats | Replacement cost of seat.  Reduced range of equipment for users. | MEDIUM | LOW | * Most damage is low-level vandalism which would fall below and insurance excess figure. |
| VAT reclaiming / charging requirements not met. | Entitlement to reclaim VAT for a period being lost. | LOW | LOW | * The Council has procedures, checks and balances in place regarding VAT claims. * Regular returns being submitted. |
| Annual Return not being submitted in time. | Council fails to meet internal and external audit requirements.  Council receives a ‘qualified’ audit judgement. | HIGH | LOW | * Annual return completed and signed by Council, submitted to internal auditor for completion, checked and sent to external auditor for verification. |
| Requirements under employment law and Inland Revenue regulations not being met. | Liability for unpaid tax.  Inland Revenue fines.  Legal action by an employee. | HIGH | LOW | * Regular returns to Inland Revenue on monthly and annual basis. * Staff contracts in place. |
| Damage to Play Equipment. | Replacement cost of equipment.  Reduced range of equipment for users | MEDIUM | LOW | * Most damage is low-level vandalism which would fall below and insurance excess figure. |
| Supplier Fraud (procurement) including the adequacy of supplier onboarding controls. | Evidence of risk has increased.  Could potentially pay a fraudulent supplier. | HIGH | MEDIUM | * Robust policies and procedures need to be in place including: * Staff training * Rigorous change of supplier details * Period review of supplier accounts * Checking address and financial health details with Companies House (particularly new suppliers) * Sample checks of online payments * Adequacy of insurance cover |