

LLANELLI RURAL COUNCIL

CORPORATE RISK ASSESSMENT – 2016/17

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
1. CORPORATE						
Administration/legal	1.1	Failure to implement strategic and operational objectives	H	Strategic Plan reviewed after election process, e.g. every four years, by the Policy and Resources Committee. Service Plans compiled annually in accordance with the budget set for the financial year and adopted by the Policy and Resources Committee. Target dates set against each objective and reviewed after a six month period by Committee. Regular departmental and team briefings to review objectives and achievement of targets.	L	Existing procedure adequate.
	1.2	Failure to identify and eliminate operational and financial risks	H	Risk management policy in place Risk assessment produced identifying corporate and operational risks which is reviewed annually by the Council signed by Chairman and Deputy Clerk (Administration) upon adoption.	L	Existing procedure adequate.
	1.3	Inadequate attention given to health and safety matters	H	Health and Safety Consultants engaged to advise Council. Health and Safety Policy in place with designated staffing having defined responsibilities. Health and Safety Committee meetings in place to review arrangements and procedures. Employee Safety Handbook issued to all staff. Risk, manual handling and COSHH assessments being compiled. Staff undertake training courses as and when necessary.	L	Existing procedure adequate.

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
	1.4	Failure to comply with Employment Law	H	Adequate budget in place to fulfil responsibilities. Human resource consultants engaged to advise Council. Staff are issued with contracts of employment and Employee Handbook.	L	Existing procedure adequate
	1.5	Inadequate management system.	M	Proper management structure in place. Organisational chart depicts staffing structure. Quality Management System complies with the ISO:9001 Standard which is reviewed on a three year basis.	L	Existing procedure adequate.
	1.6	Legal processes	M	Solicitors engaged to advise and act on behalf of the Council in matters such as tenancy agreements, licences etc.	L	Existing procedure adequate.
	1.7	Failure to advise elected Members on local government law and procedures	M	Induction process available to Members following election. Members sign and comply with the Code of Conduct. Qualified staff advise on law and procedures including the scope of local council powers.	L	Existing procedure adequate.
	1.8	Fraud and corruption	H	Fraud and Corruption Policy adopted. Responsibility for financial transactions designated to defined staff.	L	Review responsibility for financial transactions.
Communication	1.9	Electorate not being consulted on local developments.	M	Public meetings convened to inform of capital proposals. Local committees/residents invited to participate in formation of capital schemes.	L	Existing procedure adequate.

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
				<p>Council Tax Notice circulated with Council Tax demand annually to inform of Council's expenditure for the forthcoming year.</p> <p>Website updated on a regular basis.</p> <p>Public notices included in local press.</p> <p>Meeting agendas posted on notice board and website.</p> <p>Regular postings on social media sites.</p> <p>Complaints procedure in place.</p>		
Contracting arrangements	1.10	Failure to engage suitable/qualified contractors	H	<p>Appropriately qualified electrical and plumbing contractors engaged.</p> <p>All contractors are included on the Approved Suppliers List as referred to in the ISO: 9001 Quality Management System.</p> <p>Public Liability Certificates of contractors reviewed periodically.</p> <p>Contracts in place with sub-contractors to deliver specialist training courses for learners.</p> <p>Discussions take place if contractors under-perform to resolve any issues.</p> <p>JCT documentation completed and signed for construction works.</p>	L	Existing procedure adequate.
Value for money	1.11	Failure to achieve value for money	M	<p>Officers follow the procedures set out in the financial regulations when obtaining quotations/tenders.</p> <p>Sell to Wales procurement process utilised as appropriate.</p>	L	Existing procedure adequate.

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
Capital schemes	1.12	Failure to produce a Capital Programme	H	Rolling programme of capital schemes agreed by Council following elections, e.g. on a four-yearly basis. Funding for schemes identified. Grants or borrowing approval pursued as agreed by Council.	L	Existing procedure adequate.

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
2. FINANCIAL						
Administration/legal	2.1	Failure to set a precept within sound budgeting arrangements	H	<p>Present draft budgets to Committee following an agreed timetable. Review all charges. Precept set as a result of a full report detailing requirements for forthcoming year for all heads of income and expenditure. Review adequacy of all balances and reserves. Ensure that an effective budget monitoring is in place throughout the year. Precept demand signed by the Chairman and Clerk and served on Billing Authority (Carmarthenshire County Council)</p>	L	Existing procedure adequate
	2.2	Failure to keep proper financial records	H	<p>Responsible Financial Officer defined. Standing Orders and Financial Regulations are in place and are subject to periodic review. Effective internal audit in place. Monthly reports to Finance and General Purposes Committee.</p>	L	Existing procedure adequate
	2.3	Poor financial management	H	<p>Responsibility for the management of the Council's financial affairs in place with the appointment of Responsible Financial Officer (RFO) who has defined duties. Standing Orders and Financial Regulations maintained and reviewed. Effective budgetary control/financial reporting system in place. Investments made in accordance with Investment Strategy. Schedule of Payments presented monthly to Finance and General Purposes Committee. Monthly reconciliation of accounts. Internal audit in place.</p>	L	Existing procedure adequate

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
	2.4	Inadequacy of insurance	H	An annual review is undertaken of all insurance arrangements. Insurance valuation of buildings part of tender process. Cover for employers Liability, Public Liability, Fidelity Guarantee and fleet in place	L	Existing procedure adequate
	2.5	Insurance premium paid not competitive	L	Three year long-term insurance agreement in place.	L	Existing procedure adequate
	2.6	Failure to collect income	M	Responsibility for collection of income is defined. Debtor invoices issued for cash receipts. Irrecoverable sums are written off. Internal audit testing carried out.	L	Review procedure for debt collection
	2.7	Loss of revenue through unavailability of training venues	M	Regular maintenance programme in place. Gas and electrical supplies/appliances certified as appropriate. Signed leases/licences in place with landlords. Buildings secured when not in use. Sub-contractors available to deliver training routes in an emergency situation. Loss of revenue insurance in place.	L	Existing procedure adequate
	2.8	No authority to incur expenditure	H	Levels of responsibility documented.	L	Review procedure for incurring expenditure
	2.9	No official order issued for goods/services	M	Official orders issued for all goods/services as detailed within the ISO 9001 Quality Management System.	L	Existing procedure adequate

		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
	2.10	No control on expenditure	H	All expenditure is within budgets set which gives authority to spend and in accordance with Financial Regulations and is reviewed monthly	L	Existing procedure adequate
	2.11	Creditor invoice incorrectly calculated or recorded	L	Invoice check arithmetically and against order issued with copy being appended to invoice. Discrepancies reported to creditor.	L	Existing procedure adequate
	2.12	Unauthorised payment	M	Invoices authorised for payment documented. All methods of payment signed by two Members and an authorised officer. Cheque book counterfoils initialled by defined officers.	L	Existing procedure adequate
	2.13	Capacity of payment facility in internet banking	M	Payments imported directly from accounts software directly to bank secure internet banking site.	L	Existing procedure adequate
	2.14	Failure to attain performance and quality targets for learner provision	H	Job outcomes and framework completion rates in accordance with targets set by Welsh Assembly Government Quality Development Plan compiled and implemented and reported to the consultative Learning and Development Committee. Staff and sub-contractors in place to deliver and assess training.	L	Existing procedure adequate
	2.15	Failure to submit tenders for external funding.	H	Tender documents submitted to Welsh Government via Skills Academy Wales within stipulated timescale.	L	Existing procedure adequate

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
	2.16	Inability to re-pay loans	H	Report presented by the Clerk/RFO on capital projects requiring loan sanction and the affordability of repayment to enable progression. Council decides upon amount required. Application is made to the Welsh Government for borrowing approval. Revenue budget is provided for repayment of loan.	L	Existing procedure adequate
	2.17	Inadequate checks on banking processes	H	Bank accounts monitored regularly. Adequate funds made available for credit balance	L	Existing procedure adequate
	2.18	Bank charges uncompetitive	L	Low cost payment plan negotiated.	L	Existing procedure adequate
	2.19	Loss of investment interest	L	Review investment policy annually. Surplus funds invested to gain maximum interest. Return of principal and interest verified against bank statements.	L	Existing procedure adequate
	2.20	Loss of cash through theft or dishonesty	M	Responsibility for cash at all sources identified. Cash held in safe pending banking. Arrangements in place for issuing invoices, recording and banking of all cash received. Monthly bank reconciliation. Monthly reports to Finance and General Purposes Committee. Adequate fidelity guarantee held.	L	Existing procedure adequate
	2.21	Failure to pay correct salaries (including wages and allowances)	M	Pay grades checked to contracts of service and NJC grades/points annually or upon review. Allowances agreed by Policy and Resources Committee when pay increases are confirmed. All calculations verified by RFO.	L	Existing procedure adequate

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
	2.22	Failure to comply with HMRC instructions for statutory deductions	M	Payroll software updated with deduction rates notified by HMRC. Comprehensive records of all calculations maintained in accordance with HMRC regulations. Monthly payments and submissions to HMRC in accordance with Real Time Reporting.	L	Existing procedure adequate
	2.23	Failure to comply with Local Government Pension Scheme (LGPS) Regulations	M	Employee contributions based on bands issued by Dyfed Pension Fund reviewed at least annually. Regulatory and discretionary policies updated as required by legislation. Monthly payments and returns to Dyfed Pension Fund. Annual returns in accordance with stipulated timescale.	L	Existing procedure adequate
	2.24	Failure to account for VAT	M	All items entered onto financial software which is updated with changes in rates as required. Claims reconciled with nominal ledger and submitted to HMRC within prescribed timescale	L	Existing procedure adequate
	2.25	Inadequate budget for election costs	M	Annual budget amasses over Council term to off-set cost	L	Existing procedure adequate
	2.26	Failure to maintain assets	H	Regular inspection and maintenance of buildings and grounds, maintenance to vehicles and machinery documented.	L	Existing procedure adequate
	2.27	Documentation	M	Asset register reviewed and updated annually.	L	Existing procedure adequate
	2.28	Inadequate general reserves	M	Considered at budget setting Working balance equivalent to three months' expenditure maintained.	L	Existing procedure adequate

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
	2.29	Inadequate earmarked reserves	H	Considered at budget setting and year-end. Maintain records	L	Existing procedure adequate
	2.30	Absence/loss of personnel	H	Documentation of financial procedures on-going. Staff able to multi-task. Training provided Secondment of staff.	L	Existing procedure adequate
	2.31	Fraud	H	Different levels of responsibility for financial transactions documented. Fidelity Guarantee in place Fraud and Corruption policy in place.	L	Review procedure for financial transactions.
	2.32	Loss of financial data	H	Data backed up on server and external hard drive which is taken off site nightly	L	Existing procedure adequate
	2.33	No power to incur expenditure	H	Clerk and RFO aware of various legislation and advise Council	L	Existing procedure adequate
	2.34	Accounts not prepared within legislative timetable	H	Statement of Accounts presented to Council by 30 June each year.	L	Existing procedure adequate
	2.35	Conflict of Interest – Members	M	Notice of Audit publicised, Annual Return sent to external auditors and notice of completion of audit in accordance with current legislation Councillors have a duty to declare any interest at the start of the meeting and before item is discussed.	L	Existing procedure adequate
	2.36	Register of Members' Interests	M	Register of Members' Interests form to be reviewed at least on an annual basis.	L	Remind Members to take responsibility to update their register

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
	2.37	Hospitality Register – Members	M	Hospitality Register to be completed when a gift of £25 or over in value is offered and/or is accepted.	L	Remind Members to take responsibility to complete register
	2.38	Register of staff interests	M	Register of Staff Interests Form to be reviewed at least on an annual basis.	L	Remind staff to take responsibility to update the register
	2.39	Hospitality Register – Staff	M	Hospitality Register to be completed when a gift is offered and/or accepted	L	Remind staff to take responsibility to complete register

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
3. COUNCIL AND COMMITTEE MEETINGS						
Administration/legal	3.1	Failure to meet statutory duty	M	All Councillors are notified of meetings by way of summons and agenda. All notices are posted on the Council's website and notice board three clear days prior to any meeting. Minutes are produced of all meetings. Meetings must be quorate. Attendance records maintained. Minutes signed by Chairman of Council and retained as the master copy.	L	Existing procedure adequate
	3.2	Failure to respond to the electors' wish to exercise its rights/Freedom of Information Act	L	Members and staff aware of electors' rights. Model Publication Scheme in place which was publicised in local press on adoption and is included on the website.	L	Existing procedure adequate
	3.3	Failure to comply with new regulations/legislation	H	Correspondence/notices reported to appropriate committee and enacted upon by officers. Membership of appropriate local/national associations maintained. Responsibility to ensure standards and on-going requirements are met allocated. Subscription to appropriate publications. Networking by staff.	L	Existing procedure adequate
	3.4	Equality Act 2010 (formerly Disability and Discrimination Act)	M	All conditions of the Act as they affect service provision are met. Disability Policy in place. Allocation of responsibility for ensuring that standards/on-going requirements are met. Service periodically reviewed.	M	Install internal lift and access ramp.

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
	3.5	Failure to report Council business in minutes	M	Council business annotated on Agendas to inform Members of what is expected of them in meetings. Proper, timely and accurate recording of Council business in the minutes. Minutes are numbered individually, paginated and signed. Master copy of minutes maintained.	L	Existing procedure adequate
	3.6	Access	M	Access is available to all. Area set aside for press and public.	M	Install new platform lift
Physical	3.7	Personal injury	M	Appropriate regulations and controls are in place to minimise the risk of injury to officers, Members and the public. Defined standards are maintained. Lone Working Policy in place. Council has appropriate insurance cover.	L	Existing procedure adequate.
	3.8	Security	M	Members and staff aware of door security numbers and measures to be followed.	L	Existing procedure adequate.

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
4. PROPERTY AND DOCUMENTS						
Financial	4.1	Legal liability as a result of asset ownership	H	Adequate public liability insurance in place.	L	Existing procedure adequate.
Physical	4.2	Loss/damage to Civic Regalia	M	Asset Register maintained. Adequate insurance in place. Users are aware of their responsibility to ensure adequate security/storage when regalia is in their care. Civic Regalia maintained and cleaned.	L	Existing procedure adequate.
	4.3	Loss of assets	M	Responsibility for and effective security in place for all assets. Asset Register maintained. Appropriate insurance cover is held.	L	Existing procedure adequate.
Professional	4.4	Failure to effectively process documents	M	Responsibility for the maintenance of effective control of documentation allocated. Defined procedure for recording of receipt of documents, circulation, response, handling and filing.	L	Existing procedure adequate.

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
5. DATA PROTECTION						
Administration/legal	5.1	Breach of confidentiality	M	Registered under the Data Protection Act. Data Protection Policy adopted. Procedure for dealing with confidential data in place. Members and Employee Codes of Conduct in place which address confidentiality breaches.	M	Provide staff training on the Data Protection Policy.
	5.2	Loss of data	H	Data backed up on server and external hard drive which is taken off site nightly.	L	Existing procedure adequate.
	5.3	Loss of documents	M	Documents filed in storage units. Archived documents boxed in storage room.	M	Budget for document retrieval system.

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
6. EMPLOYMENT OF STAFF						
Administration/legal	6.1	Failure to comply with Employment Law	H	Contracts of employment issued to all staff. Human resource consultancy service engaged. On-going training to fulfil requirements.	L	Existing procedure adequate.
Professional	6.2	Inability to retain staff	H	Regular staff appraisals. On-going documentation of key functions. Compliance with the Investors in People Standard ensures that staff feel valued and the Council retains their services.	L	Existing procedure adequate.
	6.3	Lack of training	M	Staff appraisals highlight any training needs. Staff attend training courses as required to undertake their duties. Training records maintained.	L	Existing procedure adequate
	6.4	Lack of employee motivation/efficiency	M	Each employee has a job description. Regular staff appraisals held. Staff records maintained.	L	Existing procedure adequate.
	6.5	Attacks on personnel	H	Security system in place. Insurance cover held. Staff issued with Lone Working Policy. Staff have telephone access at all times and are issued with personal attack alarms if required.	L	Existing procedure adequate.
Recognised certification	6.6	Failure to comply with Investors in People Standard	M	All staff treated equally and encouraged to contribute suggestions to improve the service provided by the Council. Whole staff meeting held quarterly.	L	Existing procedure adequate.

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
7. PROVISION OF OFFICE ACCOMMODATION/WORKING ENVIRONS						
Financial	7.1	Inadequate budget provision	M	Detailed requirements and reports provided in annual budget setting process.	L	Existing procedure adequate.
Physical	7.2	Poor working conditions	H	Housekeeping checklists completed quarterly. Repairs and maintenance undertaken in accordance with tenancy agreements. Adverse conditions reported to Finance and General Purposes Committee and/or landlord as appropriate.	M	Re-cladding and re-roofing of White Lion Depot. Re-form part of roof of Vauxhall Buildings.
	7.3	Poor/faulty equipment	M	Furniture removed and replaced as necessary. Furniture checks performed quarterly.	L	Existing procedure adequate.
	7.4	Fire	H	Testing and maintenance of fire alarm system in accordance with statutory legislation. Appropriate extinguishers in place and regular testing of equipment. Signage in place. Security/control of combustible materials in place. Emergency evacuation procedure in place. Fire risk assessment in place. Staff appropriately trained.	L	Existing procedure adequate.
	7.5	Personal injury	M	Appropriate regulations and controls are in place to minimise the risk of injury. Defined standards are maintained. Near Miss procedure, Accident Reporting and Investigation procedure in place. Staff issued with Lone Working Policy. Council has appropriate insurance cover.	L	Existing procedure adequate

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
Technical	7.6	Defective electrical equipment/machinery and heating system	H	Repairs/maintenance/certification carried out by qualified contractors. Regular inspections carried out to ensure that statutory obligations are met. Quarterly check of portable appliances undertaken by staff. Appropriate records maintained.	L	Existing procedure adequate.

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
8. LAND AND BUILDINGS						
Administration/legal	8.1	Maintenance and security of Deeds of Ownership etc.	M	Responsibility for security determined. Schedule listing all deeds in place and copied for administrative purposes. All deeds and relevant documentation held in fire proof cabinet or otherwise deposited with appropriate third party for safekeeping.	L	Existing procedure adequate.

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
9. COMMUNITY HALLS AND CHANGING ROOMS						
Administration/legal	9.1	Misuse of changing facilities	L	Terms and Conditions of Use of Changing Rooms in place.	L	Existing procedure adequate
	9.2	Inadequate representation on management committees	L	Local Members appointed onto management committee in accordance with Heads of Agreement.	L	Existing procedure adequate.
	9.3	Failure to retain asset register	L	All premises included on asset register.	L	Existing procedure adequate.
	9.4	Failure to secure a lease/licence	M	Signed leases for land in place with landowners.	L	Existing procedure adequate.
Financial	9.5	Inadequate budget	M	Adequate provision made in budgets for maintenance and capital works.	L	Existing procedure adequate.
Physical	9.6	Fire	H	Management committees instructed to limit storage of combustible materials. Fire risk assessments reviewed annually. Housekeeping checks performed quarterly. Appropriate fire extinguishers in place and regular testing of equipment. Signage in place.	L	Existing procedure adequate.
	9.7	Failure to maintain assets	M	Regular maintenance and recording system in place. Buildings inspected on a regular basis by a defined officer. Staff trained to undertake repairs.	L	Existing procedure adequate.
	9.8	Inadequate security	M	Management committees responsible for the security of the buildings and the access arrangements to the buildings. Security company engaged to provide a keyholding service for out-of-hours attendance.	L	Existing procedure adequate.

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
	9.10	Poor/faulty equipment	M	Furniture removed and replaced as necessary. Furniture checks performed quarterly.	L	Existing procedure adequate.
	9.11	Loss/damage through vandalism	M	Efficient and effective security of buildings. Liaison maintained with local enforcement agencies. Appropriate action taken against offenders. Security company provides out-of-hours emergency repairs. Contact details of Deputy Clerk (Administration) and security company held by management committees for emergency situations.	L	Existing procedure adequate.
	9.12	Personal injury	M	Regular maintenance in place to minimise the risk of injury to all users. Regular health and safety site inspections carried out to ensure that defined standards are maintained. Appropriate signage in place where necessary. Appropriate insurance cover in place.	L	Existing procedure adequate
Technical	9.13	Defective electrical equipment/machinery and heating system	H	Repairs/maintenance/certification carried out by qualified contractors. Regular inspections carried out to ensure that statutory obligations are met. Portable appliance testing in accordance with statutory regulations. Appropriate records maintained.	L	Existing procedure adequate.
Environmental	9.14	Complaints arising from noise pollution	L	Council obtains Public Entertainment Licence on behalf of the hall management committees. Documentation forwarded to hall management committees to enable control of public entertainment. Entertainment Licence displayed at premises.	L	Existing procedure adequate.

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
	9.15	Vandalism	L	Liaison with local enforcement agencies maintained. Appropriate action taken against offenders	L	Existing procedure adequate.
Transfer of Assets	9.16	Failure to secure a lease/licence	M	Legal services engaged to advise on and expedite lease/licence.	L	Existing procedure adequate.
	9.17	Poor condition of asset	H	Council considers financial consequence of adopting the asset.	L	Existing procedure adequate.

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
10. RECREATION GROUNDS AND OPEN SPACES						
Administration/legal	10.1	Failure to secure a lease/licence	M	Signed leases/licences in place with landowners.	L	Existing procedure adequate.
Environmental	10.2	Impact of flytipping and associated health and safety risk	M	Regular site inspections carried out. Litter bins provided and emptied. Hazardous substances/equipment are properly dealt with. Liaison with local enforcement agencies maintained.	L	Existing procedure adequate.
	10.3	Vandalism	L	Liaison with local enforcement agencies maintained. Appropriate action taken against offenders.	L	Existing procedure adequate.
Financial	10.4	Inadequate budget provision	M	Expenditure detailed in budgetary process	L	Existing procedure adequate.
Physical	10.5	Personal injury	M	Regular maintenance in place to minimise the risk of injury to all users. Regular health and safety site inspections carried out to ensure that defined standards are maintained. Appropriate signage is in place where necessary. Appropriate insurance cover in place.	L	Existing procedure adequate.
	10.6	Lack of maintenance	M	Regular maintenance programme in place. Staff trained to undertake duties.	L	Existing procedure adequate.
Transfer of Assets	10.7	Failure to secure a lease/licence	M	Legal services engaged to advise on and expedite lease/licence.	L	Existing procedure adequate.
	10.8	Poor condition of asset	H	Funding to upgrade asset secured prior to its transfer.	L	Existing procedure adequate.

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
11. PLAY AREAS						
Administration/legal	11.1	Failure to secure a lease	M	Signed leases for and in place with landlords.	L	Existing procedure adequate.
Financial	11.2	Inadequate budget provision	M	Expenditure detailed in budgetary process.	L	Existing procedure adequate.
	11.3	Inadequate insurance cover	M	Council has appropriate insurance cover.	L	Existing procedure adequate.
Environmental	11.4	Vandalism	L	Liaison with enforcement agencies maintained. Appropriate action taken against offenders.	L	Existing procedure adequate.
Physical	11.5	Personal injury	M	Regular maintenance in place to minimise the risk of injury to all users. Responsibility for inspecting play areas defined. Inspections undertaken on a regular basis and documented. Annual inspection by Play Safety Wales. Ownership signs in place.	L	Existing procedure adequate.
	11.6	Lack of maintenance	M	Regular maintenance and recording system in place. Staff trained to undertake duties.	L	Existing procedure adequate.
Transfer of Assets	11.7	Failure to secure a lease/licence	M	Legal services engaged to advise on and expedite lease/licence.	L	Existing procedure adequate.
	11.8	Poor condition of asset	H	Funding secured to upgrade or replace equipment and surfacing prior to its transfer.	L	Existing procedure adequate.

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
12. PUBLIC RIGHTS OF WAY/FOOTPATHS						
Administration/legal	12.1	Inability to identify public rights of way/footpaths	M	Official routes of public rights of way documented.	L	Existing procedure adequate.
Environmental	12.2	Failure to undertake maintenance works	L	Regular maintenance programme in place. Staff trained to undertake duties.	L	Existing procedure adequate.
Financial	12.3	Inadequate budget provision	M	Expenditure detailed in budgetary process.	L	Existing procedure adequate.
Physical	12.4	Personal injury	M	Regular maintenance and recording system in place. Appropriate signage in place where necessary.	L	Existing procedure adequate.

Item		Risk identified	Impact on Council	Management/control of risk	Likelihood of occurrence	Action required
13. FOOTWAY LIGHTING						
Administration/legal	13.1	Inability to maintain footway lighting	M	Carmarthenshire County Council contracted to inspect, maintain and provide energy supply to the lighting columns.	L	Existing procedure adequate.
Environmental	13.2	Failure to provide lighting	L	Faulty lights reported to contractor.	L	Existing procedure adequate.
Financial	13.3	Inadequate budget provision	M	Requirements provided for in annual budget process.	L	Existing procedure adequate.

Signed

(Chairman of Council)

.....

Deputy Clerk (Administration)

Date