

CORPORATE RISK ASSESSMENT

2026/27 ACTION PLAN

Section	Item	No.	Action identified	Target date	Responsible officer	Action Required
1.	Corporate	1.3	Inadequate attention given to health and safety matters.	March 2027	C/GPM	Designated staff defined responsibilities matrix required. Health and Safety representatives' meetings required. Risk, manual handling and COSHH assessments/reviews progress ongoing Training course roll out continuing on BrightSafe e-learning portal.
		1.4	Updated employee handbook required.	September 2026	GPM	Update employee handbook with legislation implemented April 2026 and issue to staff.
		1.9	Communication with Electorate. Existing procedures provide an appropriate framework for managing complaints and public feedback but require periodic review.	March 2027	C/GPM	Review Complaints procedure.
		1.10	Failure to engage suitable/qualified contractors.	March 2027	C/GPM	Implement improved process to review retained contractors' public liability insurance (PLI) periodically.
2.	Administration/legal	2.19	Concentration of Council funds with a single financial institution, increasing exposure to counterparty risk and potentially limiting investment returns.	September 2026	C/DC	Explore suitable investment opportunities with additional approved financial institutions to diversify counterparty risk. Seek professional treasury management advice to maximise investment returns while maintaining the security of capital and liquidity, in accordance with the Council's Annual Investment Strategy.

		2.26	Existing procedures inadequate in respect of proactive inspection of buildings and grounds.	September 2026	C/DC/GPM	New procedure under development. Identify resource to roll out building and grounds inspections and provide training to all employees.
		2.30	Insufficient staff capacity and business continuity risk.	March 2027	C/DC/GPM	Existing controls, staff capacity and risk to business continuity management systems under review. Procedures under development for business continuity management.
		2.31	A Fraud and Corruption Policy is in place, setting out the Council's approach to preventing, detecting, and responding to fraud and corruption.	March 2027	C/GPM	Review Fraud and Corruption Policy
3.	Council	3.4	Meet all conditions of the Equality Act 2010 as they affect service provision and the local council sector.	March 2027	C/GPM	Review Equality, Diversity and Inclusion Policy
		3.8	Appropriate resources are not in place to accomplish and review risk assessments to minimise the risk of injury.	March 2027	C/GPM	Resource for risk assessment process and policy review required. Review draft Lone working policy with line managers.
4.	Physical	4.3	Loss of assets.	December 2026	DC/GPM	Roll out training across all sites and service areas for asset registration process implementation.
5.	Data Protection	5.1	Data breach	March 2027	C/DC/GPM	Review GDPR compliance and procedures for retention and disposal of documentation.
		5.3	Loss of physical documents.	December 2026	C/DC/GPM	Explore fire proof storage options and implement solution. Review and implement Document retrieval system. Roll out staff training.

6.	Employment of Staff	6.4	Lack of employee motivation/efficiency/capacity.	March 2027	C/DC/GPM	Existing capacity and business continuity risks to be reviewed in accordance with the I.I.P. action plan.
		6.5	Risk of attacks on personnel.	September 2026	DC/GPM	Carry out risk assessments on personal safety. Review appraisal process and documentation. Review draft lone working policy with managers of service areas and implement training and resources required.
		6.6	Failure to implement people management practice.	March 2027	C/DC	Improve leadership at all levels in accordance with the I.I.P. action plan. Training resource required. Resource required to evaluate training needs. Employee representative group in place. Dialogue taking place. Maintain Investors In People (I.I.P.)
7.	Provision of Office Accommodation/work environs.	7.2	Maintain adequate working conditions.	December 2026	C/DC/GPM	Staff training on undertaking housekeeping checks ongoing.
		7.3	Poor/faulty equipment.	December 2026	C/DC/GPM	Asset register process under review. Refresher training rolling out. Review of Evacuation Chair system required.
		7.4	Fire	December 2026	C/DC/GPM	Fire marshal refresher training required.
		7.5	Personal Injury	March 2027	C/DC/GPM	Review of risk assessment and accident reporting process/policy required to incorporate staff wellbeing and implement training plan.
8.	Land and Buildings	8.1	Maintenance and security of Deeds of Ownership etc.	December 2026	C/DC/GPM	Review document storage and retention arrangements.
9.	Community Halls and Changing Rooms	9.1	Failing volunteer committees. High risk halls taken under council control. Investigate the feasibility of establishing a single Charitable Incorporated Organisation (CIO) to incorporate the Council's community halls under one charitable structure, with the aim of strengthening governance, simplifying	March 2027	C/GPM	Review of council facilities ongoing. Explore the establishment of a single Charitable Incorporated Organisation (CIO) to incorporate the Council's community halls under one charitable structure. Obtain appropriate legal and professional advice to assess the governance, financial, operational, and charitable

		9.2	administration, and providing limited liability for trustees. Failure to retain asset register.	December 2026	GPM/DC	implications before any decision is made. Encourage engagement in the volunteer committees to support asset management checks. Management committees require training.
		9.6	Failure to optimise the VAT treatment of Council-managed community halls may result in irrecoverable VAT, increased costs, and non-compliance with HMRC VAT requirements.	September 2026	C/DC	Seek HMRC permission to opt to tax Swiss Valley Hall and the service block at Swiss Valley reservoir.
		9.7	Hire agreements are signed by hirers.	December 2026	GPM	Implement hire agreement for Swiss Valley and Furnace halls to align with Canolfan Llwynhend. Revised policies and procedures required.
		9.8 - 9.9, 9.11/9.12	Fire Safety, failure to maintain assets and security.	December 2026	GPM	Review terms and conditions of use of changing rooms. Management committees require training and LRC resource required. Review the new out of hours emergency service periodically.
14.	Cemetery and Buildings	14.4	Staff to receive refresher training on carrying out housekeeping checks and fire marshal duties.	December 2026	GPM	Staff to be provided with refresher training on housekeeping checks and fire marshal training in cemetery/depot buildings.
		14.7	Regular H&S recorded site inspections required.	December 2026	GPM	Training to be rolled out and implemented.

C – Clerk to the Council
DC – Deputy Clerk
GPM – Governance & Projects Manager

14 July 2026