

BLAENHONDDAN COMMUNITY COUNCIL - Risk Management Plan

This Plan was submitted to the Annual Meeting of Council on 18 May 2026 for consideration.

1. Purpose

The purpose of this plan is to identify, assess, and manage risks that could impact the council's operations, community activities, finances, reputation, and legal responsibilities. The goal is to ensure safe, reliable, and transparent governance.

2. Scope

This plan applies to:

- Council members and volunteers
- Council-run events and activities
- Council-owned or managed property
- Financial management
- Community engagement and communications

3. Risk Management Objectives

- Protect the safety and wellbeing of Members, staff, volunteers and the public
- Ensure continuity of Council operations
- Maintain effective and appropriate governance
- Safeguard Council finances and assets
- Maintain trust, transparency, and reputation
- Comply with legal and regulatory requirements

4. Risk Categories & Key Risks

There are six categories of risk that Council has assessed.

A. Governance & Compliance

- Failure to comply with local government regulations
- Poor record-keeping or meeting documentation
- Conflicts of interest not declared
- Breach of data protection laws (e.g., mishandling personal data)

B. Financial Risks

- Fraud or misappropriation of funds
- Inaccurate budgeting or overspending
- Loss of grant funding
- Poor financial controls or lack of audits

C. Operational Risks

- Member turnover
- Insufficient staff or volunteers
- Miscommunication within the Council
- Failure to deliver planned projects
- Loss of key documents or digital files

D. Health & Safety Risks

- Injuries to Members, staff and volunteers
- Injuries at Council events or premises
- Unsafe venues or equipment
- Lack of safeguarding measures for young or vulnerable people

E. Reputational Risks

- Negative publicity from activities, disputes or complaints
- Poor handling of community concerns
- Inappropriate behaviour by Council Members or staff

F. Environmental Risks

- Damage to premises, outdoor spaces or facilities
- Environmental hazards (e.g., flooding risk)
- Severe weather affecting events

5. Risk Assessments

The following risk assessments are prepared and kept under review by the Council -

- General Risk Assessment – covering financial, property, personnel and governance arrangements
- Building Risk Assessments – for each of the Council’s community centres
- Parks Risk Assessments – for each of the Council’s parks, playgrounds and playing fields
- Fire Risk Assessments - for each of the Council’s community centres
- Water Risk Assessments - for each of the Council’s community centres
- Event Management Risk Assessments – for various aspects of events undertaken
- Bespoke Risk Assessments – undertaken on an “as needs” basis.

Risks are assessed according to their potential likelihood and impact to provide a risk rating, against which control or mitigating measures can then be determined.

6. Monitoring & Review

- Annual review of the risk management plan
- Annual review of risk assessments
- Immediate review after any incident or near-miss
- Training for Council Members, staff and volunteers as necessary

7. Roles & Responsibilities

Council and Council Members

- Oversee implementation of the plan
- Ensure compliance with governance standards
- Approve and monitor policies and procedures
- Report risks or incidents promptly

Clerk to the Council

- Maintains documentation and records
- Initiates and monitors implementation of control and mitigation measures
- Ensures data protection compliance

Staff

- Manage safety and operational risks
- Monitor implementation of control and mitigation measures financial controls
- Report any risks or incidents to the Clerk to the Council

10. Incident Reporting Procedure

All Members, staff and volunteers should adhere to 1 and 2 below, to facilitate action on 3, 4 and 5 by the Clerk to the Council –

1. Identify and secure the area if needed
2. Ensure report of the incident is notified to the Clerk to the Council or the Assistant Clerk
3. Record details in the incident log
4. Investigate root cause
5. Update risk register and procedures if necessary