

ATODLEN ASESIAD RISG

Meini Prawf Asesu

Graddio: Sgôr Canlyniad Posibl 1-5
 Sgôr Tebygolrwydd o Ddigwydd 1-5
 Sgôr Lefel Difrifoldeb = Canlyniad Posibl x Tebygolrwydd

Canlyniad: 1-5 Isel
 6-10 Canolig
 11-15 Uchel

Testun	Risg a Nodwyd	Canlyniad Posibl	Tebygolrwydd	Sgor Difrifoldeb	Canlyniad	Mesurau i'w cymryd i Leihau / Rheoli Risg
Praesept / Archebiant	Heb ei Gyflwyno	5	1	5	Isel	Proses Gyllideb lawn yn ei lle. Clerc/SAC i baratoi cyllideb yn flynyddol ym mis Rhagfyr. Y Cyngor Llawn i ystyried y gyllideb yn flynyddol ym mis Chwefror a phenderfynu ar y praesept. Clerc/SAC i hysbysu'r Cyngor Sir ym mis Chwefror
	Heb ei dalu gan y Cyngor Sir	5	1	5	Isel	Clerc/SAC i fonitro ac adrodd i'r Cyngor Telir yn uniongyrchol i gyfrif banc drwy BACS
	Praesept rhy Isel	5	1	5	Isel	Clerc SAC i gyflwyno Cyfrifon chwarterol,
Gwariant	Taliad neu Weithgaredd Anghyfreithlon	5	2	10	Canolig	Pob pŵer statudol i wneud gwaith wedi'i gofnodi mewn cofnodion. Sicrhau cydymffurfiaeth â Rheolau Sefydlog a Rheoliadau Ariannol. Adolygu'r Rheolau Sefydlog a'r Rheoliadau Ariannol yn ystod oes y Cyngor
Cyflogau	Cyflog Anghywir Wedi ei Dalu	5	1	5	Isel	Cyflog y Clerc yn cael ei gyflwyno i'r Cyngor yn flynyddol a'r Cadeirydd i'w graffu.
Asedau	Colled/Difrod	5	2	10	Canolig	Archwiliadau cyson o'r Lloches Bws, Meinciau, Offer Chwarae a'r Diffibrilwyr. Yswirio yn erbyn pob risg. Adolygu'n flynyddol.
	Risg neu ddifrod i weithwyr, arian, ac i drydydd parti	5	2	10	Canolig	£12,000,000 o Indemniad Atebolrwydd Cyhoeddus, £10,000,000 o Atebolrwydd Cyflogwr, £2,000,000 o Atebolrwydd y Llogwr £250,000 o Arian a £100,000 o Warant Ffyddlondeb ar waith. Adolygu'n flynyddol
	Cofrestr Asedau	5	2	10	Canolig	Diweddaru'r Gofrestr Asedau yn flynyddol
Ymgynghoriadau	Cyfarfod terfynau amser ar gyfer ymateb	3	4	12	Uchel	Penodi bwrdd gweithredol i ystyried ceisiadau cynllunio a dogfennau ymgynghorol eraill rhwng cyfarfodydd misol arferol.
Diogelwch Dogfennau	Priodoldeb y cyfleusterau presennol	5	2	10	Canolig	Adneuo cofnodion hanesyddol gydag archifau'r Sir. Dogfennau ers 2014 ar y wefan. Diweddaru'r cofnodion ariannol yn fisol a chedwir cofnodion yn electronig yn ogystal â'u hargraffu. Copïau wrth gefn ar y Google Dirve
Cofnodion Ariannol	Cofnodion Annigonol	5	1	5	Isel	Cofnodion ariannol yn cael eu harchwilio'n fewnol gan Gyngor Gwynedd ac yn allanol gan Archwilio Cymru
Cronfeydd wrth gefn	Sicrhau Digonolrwydd	5	1	5	Isel	Cysidro wrth osod y gyllideb
Cofnodion	Cywir a Chyfreithiol	5	1	5	Isel	Adolygu, ei lofnodi a'i ddyddio yn y cyfarfod dilynol.
Asesiad Iechyd a Diogelwch	Methiant i adnabod	5	2	10	Canolig	Mae Swyddog Iechyd a Diogelwch y Sir wedi cynghori'r Cyngor ac wedi gweithredu'r argymhellion. Parhaus
Cofrestr Buddiannau Aelodau	Adnabod diddordeb	3	1	3	Isel	Datganiad Swydd wedi'i lofnodi gan bob aelod a chopïau ym meddiant y Cyngor a chofnod ar y wefan
Cod Ymddygiad	Mabwysiadu Cod Ymddygiad	5	1	5	Isel	Côd Ymddygiad newydd wedi'i fabwysiadu gan y Cyngor a'i weithredu. Cod ymddygiad gweithwyr wedi'i weithredu.
Cynllun Iaith Gymraeg	Paratoi a Gweithredu Polisi	5	2	10	Canolig	Polisi yn ei le ac wedi ei dderbyn gan Fwrdd yr Iaith Gymraeg. Cyfleusterau cyfieithu ar y pryd ar gael yn holl gyfarfodydd misol y Cyngor gan y Clerc.

RISK ASSESSMENT SCHEDULE

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
Precept	Not Submitted	5	1	5	Low	Full Budget process in place. Clerk/RFO to prepare the budget annually in December. Full Council to consider the budget annually in February and determine precept. Clerk/RFO to notify County Council in February
	Not paid by County Council	5	1	5	Low	Clerk/RFO to monitor and report to Council Paid directly to bank account by BACS
	Inadequacy of Precept	5	1	5	Low	Clerk RFO to present quarterly Accounts,
Expenditure	Illegal Payment or Activity	5	2	10	Medium	All statutory powers to undertake work recorded in minutes. Ensure compliance with Standing Orders and Financial Regulations. Review of Standing Orders and Financial Regulations during lifetime of Council
Salaries/Wages	Wrong Salary Paid	5	1	5	Low	Clerk's salary presented to Council annually and Chairman to scrutinise.
Assets	Loss/Damage thereof	5	2	10	Medium	Timely inspections of the Bus Shelter, Wayside Benches, playground equipment and defibrillators. Insure against all risks. Review annually.
	Risk or damage to employees, monies, and to third parties	5	2	10	Medium	£5,000,000 Indemnity of Public Liability, £10,000,000 Employer's Liability, £250,000 Money and £2000 Fidelity Guarantee in place. Review annually
	Asset Register	5	2	10	Medium	Update Asset Register annually
Consultations	Meeting of deadlines for response	3	4	12	High	Appoint executive board to consider planning applications and other consultative documents falling in between normal monthly meetings.
Document Security	Appropriateness of existing facilities	5	2	10	Medium	Deposit historical records with County archives. Documents since 2014 on the website. Financial records updated monthly and minutes kept electronically as well as printed. Electronic backups on the Google Drive.
Financial Records	Inadequate Records	5	1	5	Low	Financial records audited internally by Cyngor Gwynedd and externally by Audit Wales
Reserves	Ensure Adequacy	5	1	5	Low	Consider at Budget Setting
Minutes	Accurate and Legal	5	1	5	Low	Reviewed, signed and dated at the following meeting.
Health and Safety Risk Assessment	Failure to identify	5	2	10	Medium	The County Health and Safety Officer has advised the Council and implemented recommendations. Ongoing
Register of Members Interest	Identification of interest	3	1	3	Low	Declaration of Office signed by all members and copies held by Council.
Code of Conduct	Adoption of Code of Conduct	5	1	5	Low	New Code of Conduct adopted by Council and implemented. Employee code of conduct implemented.
Welsh Language Policy	Preparation of and Implementation of Policy	5	2	10	Medium	Policy in place and accepted by Welsh Language Board. Instantaneous translation facilities available at all Council monthly meetings via Clerk.