

1–5 – ISEL / LOW – Parhau i fonitro'r risg
Continue to Monitor Risk

6–12 – CANOLIG / MEDIUM

Sicrhau bod pob mesur ar waith ac yn cael ei adolygu'n rheolaidd. Edrychwch am fesurau ychwanegol lle bo'n bosibl.

Ensure all measures are in place and reviewed regularly. Look for additional measures where possible.

13+ – UCHEL / HIGH – GWEITHREDU AR UNWAITH YN OFYNNOL

Immediate action required



COFRESTR RISG 2026-27 / RISK REGISTER 2026-27

(TEBYGOLRWYDD | LIKELIHOOD X SGÔR EFFAITH | IMPACT SCORE)

I'w ddiwygio pan ganfyddir risgiau Newydd / To be amended when new risks are identified

COFRESTR RISG 2026-27 / RISK REGISTER 2026-27		Adolygwyd gan y cyngor llawn Reviewed by full council: 23.3.2026					
CATEGORI / CATEGORY	RISG / RISK	ACHOS / CAUSE	EFFAITH / IMPACT	TEBYG OLRWYDD / LIKELIHOOD	MESURAU ATALIOL PRESENNOL / PREVENTATIVE MEASURES IN PLACE	SGÔR EFFAITH / IMPACT SCORE	CYFANSWM SGÔR / TOTAL SCORE
EIDDO PROPERTY	Colli neu ddifrodi asedau sy'n eiddo i'r Cyngor neu'n atebol iddo. Fandaliaeth, tywydd garw, ac ati / Loss or damage to physical assets owned or accountable to the Council. Vandalism, severe weather, etc.	Fandaliaeth, tywydd garw, tân, ac ati. / Vandalism, severe weather, fire, etc.	Colli gwasanaeth i'r cyhoedd / niwed i enw da / effaith ariannol / Loss of service to public / damage to reputation / financial impact	3	Archwiliadau rheolaidd a gwiriadau rheolaidd o asedau, cymryd camau ar argymhellion arolygu, atgyweirio a chynnal a chadw offer, gweithio'n agos gyda'r heddlu lleol, arwyddion priodol, teledu cylch cyfyng / Regular inspections & regular checks of assets, action of inspection recommendations, repair and maintain equipment, working closely with local police, appropriate signage, CCTV.	3	9

DATA	Colli data / torri diogelwch / hacio / e-byst gwe-rwydo / Data breach / security breach / hacking / phishing emails.	Gwendidau TG / Firysau / Hacio / rhannu cyfrineiriau / gadael cyfrifiaduron heb eu datgloi / IT vulnerabilities / Virus / Hacking / sharing passwords / leaving computers unlocked.	Niwed i enw da / dirwy posibl a / neu gamau cyfreithiol / datgelu gwybodaeth sensitif / colli ymddiriedaeth / Damage to reputation / potential fine and/or legal action / exposing sensitive information / loss of trust.	2	Sicrhau bod holl ddata'r Cyngor yn ddiogel yn y Cwmwl. Dewiswch gyfrineiriau ar hap, dim rhannu cyfrineiriau na dyfeisiau, a newid cyfrineiriau'n rheolaidd. Gwaredu data diangen yn rheolaidd, heb glicio ar unrhyw negeseuon e-bost/dolenni anhysbys, cynnal polisi desg glir. Lawrlwytho meddalwedd gwrthfeirws, gwaredu deunydd cyfrinachol yn gyfrifol, cadw gwybodaeth gyfrinachol wedi'i gloi / Ensure that all Council data is secure in the Cloud. Random passwords, no password sharing or devices, and changing passwords regularly. Routinely dispose of unnecessary data, not clicking on any unrecognised emails/links, maintain a clear desk policy. installing antivirus software, disposing of confidential material responsibly, keep confidential information locked away.	4	8
CYLLID FINANCE	Camgymeriadau / gordaliadau/tandaliadau / taliadau hwyr / sieciau yn mynd ar goll. / Errors / overpayments/underpayments / late payments / lost cheques	Gwall dynol / hyd o amser cael awdurdodiad / materion bancio arlein / Human error / length of time getting authorisation / online banking issues.	Cael dirwy am daliad hwyr / colli enw da / colli ymddiriedaeth rhwng CC a chontractwyr / anghyfleustra / Late payment fines / loss of reputation / loss of trust between CC and service providers / inconvenience.	2	Dod ag anfonebau i'w hawdurdodi i'r cyfarfod nesaf cyn gynted â phosibl / dau berson i weithredu taliadau i sicrhau cywirdeb ac atebolrwydd a rennir, gan ddilyn rheoliadau ariannol / cyfarfodydd gyda'r pwyllgor cyllid / croesgyfeirio / 2 lofnod ar sieciau, lleihau'r defnydd o ddatganiadau sieciau i anfonebau / cael derbyniadau taliad / Bring invoices for authorisation to next meeting ASAP / two people to action payments to ensure accuracy and shared accountability, following financial regulations / meetings with finance committee / cross-referencing statements / 2 signatures on cheques, minimise use of cheques statements to invoices / get receipts of payment.	2	4
RHEOLIAD OL / REGULATO RY	Camgymeriadau / camymddwyn / peidio â bodloni safonau / camwybodaeth / Mistakes / misconduct / not meeting standards / misinformation.	Diffyg hyfforddiant / rhoi gwybodaeth anghywir / rhuthro / peidio â chymryd cyfrifoldeb am gamau gweithredu / peidio â deall disgwyliadau a gofynion / Lack of training / giving wrong information / rushing / not	Cwynion / niwed i enw da / colli ymddiriedaeth / Complaints / damage to reputation / loss of trust.	2	Hyfforddiant rheolaidd i glerc a chynghorwyr, gweithio'n agos gydag Un Llais Cymru, darllen ac adolygu polisiau, disgrifiadau/disgwyliadau swydd clir, rhannu gwybodaeth. Cwblhewch hunanasesu a gweithio ar weithredoedd / Regular training for clerk and councillors, working closely with OVW, reading and reviewing of policies, clear job descriptions/expectations, sharing information. Complete self-assessments and work on actions.	2	4

		taking responsibility for actions / not understanding expectations & requirements.					
GWEITHIO UNIGOL LONE WORKING	Diogelwch y Clerc / Gweithio ar ei ben ei hun / Clerk's safety / lone working	Diogelwch personol gweithiwr unigol / Personal safety of lone worker.	Effeithiau amrywiol torri diogelwch personol, colli ymddiriedaeth rhwng staff a CC, dwyn eiddo CC posibl, h.y. glieniadur/ffôn, ac ati / Various impacts of personal safety breach, loss of trust between staff and CC, possible theft of CC property, i.e laptop/phone, etc	1	Polisi gweithio unig ar waith, cyfarwyddodd clerck i beidio â gweithio ar ei phen ei hun yn y llyfrgell ar ei dyddiau yn y swyddfa. Nid yw'r Clerck yn cynnal cyfarfodydd 1:1 gydag aelodau o'r cyhoedd yn y swyddfa gartref, addalodd CC Clerck am gamera diogelwch y tu allan i'r swyddfa gartref am dawelwch meddwl ychwanegol / Lone working policy in place, clerck instructed not to work alone in the library on her days in the office. Clerck does not hold 1:1 meeting with members of the public in home office, CC reimbursed Clerck for security camera outside home office for extra peace of mind.	3	3
STAFFIO STAFFING	Heb staff / methu recriwtio / absenoldeb hirdymor / Understaffed / unable to recruit / long term absence	Salwch staff / llofnodwyr banc i ffwrdd yn sâl / Staff sickness / bank signatories off sick.	Methu ymdrin â llwyth gwaith / effeithiau ar wasanaeth / oedi ar ddyletswyddau cyfarfodydd / dim clerck i deipio cofnodion/agenda, ac ati / Unable to meet workload / effects on service / delays on meeting duties / no clerck to type minutes/agenda, etc.	1	Clerck presennol wedi ymrwymo i'r rôl ac nid oes ganddi unrhyw absenoldeb wedi'i gofnodi. Mae 3 llofnodwr ar y cyfrif banc i allu talu. Adolygiadau perfformiad rheolaidd a chefnogaeth i gadw staff mewn amgylchedd cefnogol. Defnydd o gwmni AD Dolen i helpu gyda recriwtio yn y dyfodol pe bai angen / Current clerck committed to role and has zero absence recorded. There are 3 signatories on the bank account to be able to cover payments. Regular performance reviews and support to retain staff. Use of HR company Dolen to help with future recruitment should it be necessary.	2	2

CYLLID FINANCE	Arian annigonol / Insufficient funds	Gorwariant / costau annisgwyl / cyllideb heb ei monitro / gwall dynol / sgamiau / Overspend / unexpected costs / budget not monitored / human error / scams.	Yn methu talu credydwyr na chyflawni ymrwmiadau i brosiectau lleol, Niwed i enw da'r cyngor. / Unable to pay creditors or fulfil commitments to local projects, damage to council reputation.	1	Cyfrifon yn cael eu harchwilio'n fewnol ac yn allanol. Cyfarfod prawf yn cael ei gynnal yn flynyddol. Caiff y gyllideb ei monitro a'i hadolygu drwy gydol y flwyddyn. / Yswiriant atebolrwydd ar waith ar gyfer unrhyw hawliadau anaf / Clerc cymwys ac yn deall y system ariannol a sgamiau posibl / cwblheir pob trafodyn banc ym mhresenoldeb dau. / Accounts audited both internally and externally. Precept meeting held annually. Budget is monitored and budget is reviewed throughout the year. Liability insurance in place for any injury claims / Clerk competent and has an understanding of the financial system and potential scams/phishing /all bank transactions are completed in the presence of two people.	1	1
Coed/Trees	Coed mewn ardaloedd cyhoeddus yn peri risg / canghennau'n cwmpo / difrod gan dywydd / gwreiddiau'n codi palmant / coed ffrwythau (e.e. gellyg ac afalau) yn gollwng ffrwythau sy'n gallu achosi llithro neu ddenu plâu / diffyg cynnal a chadw / Trees in public areas posing risk / falling branches / storm damage / roots causing trip hazards / fruit trees (e.g. pear and apple) dropping fruit which may cause slipping hazards or attract pests / lack of maintenance.	Anaf i'r cyhoedd neu ddifrod i eiddo, atebolrwydd i'r Cyngor, niwed i enw da'r Cyngor. / Injury to members of the public or damage to property, liability to the Council, reputational damage.	Anaf i'r cyhoedd neu ddifrod i eiddo, atebolrwydd i'r Cyngor, niwed i enw da'r Cyngor. / Injury to members of the public or damage to property, liability to the Council, reputational damage.	1	Archwiliadau gweledol rheolaidd gan y Clerc a/neu aelodau'r Cyngor. Trefniadau cynnal a chadw yn cael eu gweithredu pan fo angen (e.e. tocio neu gasglu ffrwythau). Ystyried addasrwydd a lleoliad coed ffrwythau mewn mannau cyhoeddus. Materion yn cael eu hadrodd i'r Cyngor Sir pan fo'r cyfrifoldeb y tu allan i'r Cyngor Cymuned. Yswiriant atebolrwydd ar waith. Cofnodi unrhyw bryderon a chymau gweithredu. / Regular visual inspections by the Clerk and/or Council members. Maintenance arrangements implemented where required (e.g. pruning or clearing fallen fruit). Consideration given to the suitability and location of fruit trees in public areas. Issues reported to the County Council where responsibility lies outside the Community Council. Public liability insurance in place. Any concerns and actions recorded.	1	1

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