



## Kington Town Council Risk Review 2022/23



Area	Risk	Impact	Probability	Severity	Risk Control Measure
Assets	<b>Protection of Council Property</b>				
	<ul style="list-style-type: none"> <li>External property (notice boards, benches etc.) damage from vandalism, accidental damage etc.</li> </ul>	<ul style="list-style-type: none"> <li>Poorly maintained property.</li> <li>Health &amp; safety concerns</li> </ul>	M	L	<ul style="list-style-type: none"> <li>Regular monitoring and reporting for repair</li> <li>Where possible, purchase vandal resistant and ensure installation is by a suitably qualified contractor with appropriate insurance cover</li> </ul>
	<ul style="list-style-type: none"> <li>Buildings owned by the Town Council</li> </ul>	<ul style="list-style-type: none"> <li>Risk of increase costs from poor maintenance</li> </ul>	M	M	<ul style="list-style-type: none"> <li>Regular inspections</li> <li>Repairs effected promptly to avoid deterioration</li> </ul>
	<ul style="list-style-type: none"> <li>Documents and records</li> </ul>	<ul style="list-style-type: none"> <li>Loss of computer records</li> <li>Loss of important data</li> <li>Loss of important financial information</li> <li>Loss of service delivery</li> </ul>	L	M	<ul style="list-style-type: none"> <li>Offsite/cloud backup facility through Microsoft One Drive</li> <li>Insurance cover in place</li> </ul>

	<ul style="list-style-type: none"> <li>Office equipment/furniture etc.</li> </ul>	<ul style="list-style-type: none"> <li>Loss through damage, theft or fire</li> </ul>	L	L	<ul style="list-style-type: none"> <li>Regular maintenance of key equipment</li> <li>Office locked when not in use</li> <li>Effective maintained alarm system</li> <li>Adequate insurance in place</li> </ul>
<b>Finance</b>	<p><b>Income</b></p> <ul style="list-style-type: none"> <li>Cash</li> <li>Precept, grants, etc.</li> </ul> <p><b>Expenditure</b></p> <ul style="list-style-type: none"> <li>Payments</li> </ul>	<ul style="list-style-type: none"> <li>Loss through theft</li> <li>Failure to meet objectives/liabilities</li> <li>Key projects or services not delivered</li> <li>Inability to deliver services</li> </ul> <ul style="list-style-type: none"> <li>Loss through penalties for failure to make payments in timely manner</li> <li>Fraudulent payments leading to loss</li> <li>Risk of insufficient signatories to make payments</li> </ul>	L  M	L  H	<ul style="list-style-type: none"> <li>Cash not held routinely. If cash received, to be banked within 7 days</li> <li>Ensure adequate budgeting and precept setting processes</li> <li>Budgetary control measures, regular reporting of progress against budget</li> <li>Forward planning</li> <li>Realistic estimates/quotes obtained</li> <li>Build contingency into projects</li> </ul> <ul style="list-style-type: none"> <li>Payments prepared in timely manner &amp; listed by Clerk</li> <li>Payments checked against invoices</li> <li>Accounts operated by two out of three authorised signatories</li> </ul>

	<ul style="list-style-type: none"> <li>Banking arrangements</li> </ul>	<ul style="list-style-type: none"> <li>Insufficient funds to make payments</li> <li>Payments not in accordance with financial regulations</li> </ul>	L	L	<ul style="list-style-type: none"> <li>Maintain sufficient reserves</li> <li>Payments prepared by person without ability to authorise on the bank</li> <li>Monthly bank reconciliations</li> <li>Recurring payments authorised annually</li> <li>Procedures set up by person other than signatory</li> <li>Electronic banking used wherever possible</li> </ul>
	<ul style="list-style-type: none"> <li>Financial controls</li> </ul>	<ul style="list-style-type: none"> <li>Insufficient resources to meet objectives/projects</li> <li>Poorly maintained buildings &amp; assets</li> <li>Inability to carry out management &amp; maintenance of assets</li> <li>Inability to meet liabilities</li> <li>Risk of adverse audit report</li> </ul>	M	H	<ul style="list-style-type: none"> <li>Forward planning</li> <li>Training for councillors on expenditure procedures</li> <li>Monitoring of expenditure against budget by F&amp;GP Committee</li> <li>Regular bank reconciliations</li> </ul>
	<ul style="list-style-type: none"> <li>PAYE</li> </ul>	<ul style="list-style-type: none"> <li>Failure to make appropriate and timed payments</li> <li>Risk of penalties imposed by HMRC</li> </ul>	L	M	<ul style="list-style-type: none"> <li>Use of payroll provider and/or using HMRC software to ensure accurate calculations &amp; payment</li> <li>Regular checks &amp; F&amp;GP Committee</li> </ul>
	<ul style="list-style-type: none"> <li>Budgets &amp; precept setting</li> </ul>	<ul style="list-style-type: none"> <li>Risk of insufficient resources to meet obligations and service delivery</li> <li>Operational failures</li> <li>Loss of confidence by public</li> </ul>	L	M	<ul style="list-style-type: none"> <li>Create/review forward planning &amp; corporate strategy</li> </ul>

	<ul style="list-style-type: none"> <li>Expenditure in accordance with legislation &amp; financial standing order</li> </ul>	<ul style="list-style-type: none"> <li>Risk of adverse audit</li> </ul>	M	M	<ul style="list-style-type: none"> <li>Regular review of expenditure against budget</li> <li>Operate under General Power of Competence</li> <li>Ensure GPOC continuity</li> <li>Procedures for placing orders and payment of invoices to be confirmed and training provided</li> <li>Strict adherence to financial regulations</li> </ul>
<b>Liability</b>	Risk to third party property or individuals	<ul style="list-style-type: none"> <li>Risk of injury or damage to property from activities of the town council or activities deemed to be the responsibility of the town council</li> </ul>	M	M	<ul style="list-style-type: none"> <li>Risk assessments to be completed before any activity or project is agreed</li> <li>No activity by volunteers or members without express authority of the town council (Minuted) and strict adherence by all workers (voluntary or otherwise) with any requirements of insurers</li> <li>Separate risk assessments for Recreation Ground and/or public buildings owned by the Town Council</li> <li>Training for councillors and staff</li> <li>Contractor insurance cover in place for all activities where contractors are engaged</li> </ul>

	Risk of injury to volunteers working on behalf of the town council	<ul style="list-style-type: none"> <li>• Risk of injury or property damage</li> </ul>	M	M	<ul style="list-style-type: none"> <li>• Contractor insurance to be checked on an annual basis for preferred contractors</li> <li>• Recreation ground user groups to be required to hold insurance for any event/activity on the Recreation Ground</li> <li>• Ensure appropriate risk assessments are carried out, documented and training provided whenever volunteers or others work on behalf of the town council</li> <li>• Supervision of volunteers by suitably qualified individuals wherever possible</li> <li>• Ensure volunteers acknowledge receipt of risk assessments and training provided</li> <li>• Volunteers using own equipment to be made aware of responsibility for own safety</li> <li>• Town Council insurance extended to cover work by volunteers where required and requested to work by the Town Council</li> </ul>
<b>Employer Liability</b>	Risk of injury to staff working on behalf of the Town Council	<ul style="list-style-type: none"> <li>• Risk of failure to comply with appropriate health &amp; safety recommendations for all staff</li> </ul>	M	M	<ul style="list-style-type: none"> <li>• Appropriate health &amp; safety training for staff and councillors</li> <li>• Monitoring of health and safety issues as part of routine Council/Recreation Ground Trust</li> </ul>

					<p>business and documenting of issues raised and actions taken</p> <ul style="list-style-type: none"> <li>• Appropriate safety testing to be carried out (PAT testing, Legionella testing, etc.)</li> <li>• Provision of safety equipment/clothing and training where required</li> <li>• Ensure appropriate policies in place to deal with employee health and safety issues</li> <li>• Appropriate individual risk assessments for tasks, working environment and other factors relating to the working day of all staff</li> </ul>
<b>Legal Liabilities</b>	Risk of actions without appropriate power or authority	<ul style="list-style-type: none"> <li>• Risk of legal challenge through audit or judicial review</li> </ul>	M	M	<ul style="list-style-type: none"> <li>• Training for councillors and staff</li> <li>• All actions/requests through Clerk</li> <li>• Operating under General Power of Competence</li> <li>• All orders for work, goods or services to come from Proper Officer/Clerk</li> </ul>
	Timely reporting when required	<ul style="list-style-type: none"> <li>• Risk of penalties for late reporting</li> </ul>	L	M	<ul style="list-style-type: none"> <li>• All actions and activities documented through Minutes of meetings.</li> <li>• Transparency Regulations compliance</li> </ul>

	Data Protection	<ul style="list-style-type: none"> <li>• Risk of complaint to ICO for failure to comply with GDPR</li> <li>• Risk of failure to properly identify personal data held</li> <li>• Risk of not providing data subjects with information on data held, purpose and rights of data subjects</li> <li>• Risk of failure to provide information under subject access request</li> <li>• Risk of identifying personal data held</li> </ul>	M	H	<ul style="list-style-type: none"> <li>• Training for all staff and councillors/volunteers</li> <li>• Data audit to be completed annually &amp; documented</li> <li>• Electronic data to be password protected</li> <li>• Separate email address for council related work by councillors</li> <li>• Regular review of data held &amp; purged where appropriate</li> <li>• Data impact assessment for all projects as part of risk assessment processes</li> <li>• Training for Chairs of committees etc. on dealing with potential issues in meetings</li> </ul>
	Compliance with FOI requests	<ul style="list-style-type: none"> <li>• Risk of failure to comply with FOI request when submitted</li> <li>• Risk of not providing information as requested</li> <li>• Risk of non disclosure of information held</li> </ul>	M	M	<ul style="list-style-type: none"> <li>• Training of staff and councillors</li> <li>• All requests for information to be passed to the Clerk</li> </ul>
	Social networking	<ul style="list-style-type: none"> <li>• Risk of damage to the Town Council's reputation from use of social media by the public</li> </ul>	M	M	<ul style="list-style-type: none"> <li>• Compliance with Transparency Regulations at all times</li> <li>• Training of staff and councillors in the value and pitfalls of social media</li> </ul>

		<ul style="list-style-type: none"> <li>• Risk of damage to the Town Council's reputation from the use of social media by staff or councillors</li> </ul>			<ul style="list-style-type: none"> <li>• Social media policy for town councillors and staff</li> <li>• All formal responses on behalf of the Town Council by Clerk and/or authorised Member</li> </ul>
<b>Equality &amp; Diversity</b>	Discrimination	<ul style="list-style-type: none"> <li>• Risk of allegations of discrimination against particular groups through council policies and/or procedures</li> </ul>	L	M	<ul style="list-style-type: none"> <li>• Adopt national guidelines and policies wherever possible</li> <li>• Assess actions/policies for potential inequality of impact on residents</li> <li>• Training for Chairs of Committees on dealing with issues arising within a meeting/public event</li> </ul>
<b>Councillor Propriety</b>	Register of Interests Declarations of Interest Code of Conduct	<ul style="list-style-type: none"> <li>• Risk of complaints against councillors for failure to declare an interest</li> <li>• Risk of complaints to council for decisions taken where declarations of interest not made</li> <li>• Risk of complaints for unauthorised actions resulting from failure of Councillors to adhere to Code of Conduct</li> <li>• Risk of adverse publicity from decisions or actions by councillors and/or staff</li> </ul>	H	M	<ul style="list-style-type: none"> <li>• Training of all councillors and staff on Code of Conduct</li> <li>• Copy of Register of interests to be held by Clerk</li> <li>• Documented check of Registers to be conducted annually</li> <li>• Ensure Register of Interests is completed at each meeting and is available for inspection</li> <li>• Adopt NALC guidelines</li> </ul>
<b>Covid 19</b>	Risk of transmission of Covid 19 through the activities of	<ul style="list-style-type: none"> <li>• Risks associated with use of or exposure to property owned by or</li> </ul>	H	H	<ul style="list-style-type: none"> <li>• Strict adherence to government advice and advice of the HSE and</li> </ul>



	<p>the Town Council to members of the public, staff, councillors and volunteers</p>	<p>associated with the town council and recreation ground</p> <ul style="list-style-type: none"> <li>• Risks associated with attending meetings (formal or informal) of the town council</li> <li>• Risks to staff and councillors from meetings or activities associated with the town council</li> <li>• Functions unable to be carried out due to staff or councillor illness from Covid 19</li> </ul>			<p>other bodies at all times with regard to day to day operations of the Town Council</p> <ul style="list-style-type: none"> <li>• Detailed and documented risk assessments for all actions/functions with specific reference to Covid 19 risks, identifying mitigating measures and compliance where possible with all recommendations</li> <li>• Sharing risk assessments and measures identified with those likely to be at risk</li> <li>• Regular documented review of risk assessments as circumstances or guidance changes</li> <li>• Particular review of working practices to avoid transmission or infection of staff and volunteers so that basic functions can be maintained</li> </ul>
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