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**Kington Town Council**

 **Risk Review 2023/4**

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| **Area** | **Risk** | **Impact** | **Probability** | **Severity** | **Risk Control Measure** |
| **Assets** | **Protection of Council Property*** External property (notice boards, benches etc.) damage from vandalism, accidental damage etc.
* Buildings owned by the Town Council
* Documents and records
* Office equipment/furniture etc.
 | * Poorly maintained property.
* Health & safety concerns
* Risk of increase costs from poor maintenance
* Loss of computer records
* Loss of important data
* Loss of important financial information
* Loss of service delivery
* Loss through damage, theft or fire
 | MMLL | LMML | * Regular monitoring and reporting for repair
* Where possible, purchase vandal resistant and ensure installation is by a suitably qualified contractor with appropriate insurance cover
* Regular inspections
* Repairs effected promptly to avoid deterioration
* Offsite/cloud backup facility through Microsoft One Drive
* Insurance cover in place
* Regular maintenance of key equipment
* Office locked when not in use
* Effective maintained alarm system
* Adequate insurance in place
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| **Finance** | **Income*** Cash
* Precept, grants, etc.

**Expenditure*** Payments
* Banking arrangements
* Financial controls
* PAYE
* Budgets & precept setting
* Expenditure in accordance with legislation & financial standing order
 | * Loss through theft
* Failure to meet objectives/liabilities
* Key projects or services not delivered
* Inability to deliver services
* Loss through penalties for failure to make payments in timely manner
* Fraudulent payments leading to loss
* Risk of insufficient signatories to make payments
* Insufficient funds to make payments
* Payments not in accordance with financial regulations
* Insufficient resources to meet objectives/projects
* Poorly maintained buildings & assets
* Inability to carry out management & maintenance of assets
* Inability to meet liabilities
* Risk of adverse audit report
* Failure to make appropriate and timed payments
* Risk of penalties imposed by HMRC
* Risk of insufficient resources to meet obligations and service delivery
* Operational failures
* Loss of confidence by public
* Risk of adverse audit
 | LMMLMLLM | LHHLHMMM | * Cash not held routinely. If cash received, to be banked within 7 days
* Ensure adequate budgeting and precept setting processes
* Budgetary control measures, regular reporting of progress against budget
* Forward planning
* Realistic estimates/quotes obtained
* Build contingency into projects
* Payments prepared in timely manner & listed by Clerk
* Payments checked against invoices
* Accounts operated by two out of three authorised signatories
* Maintain sufficient reserves
* Payments prepared by person without ability to authorise on the bank
* Monthly bank reconciliations
* Recurring payments authorised annually
* Procedures set up by person other than signatory
* Electronic banking used wherever possible
* Forward planning
* Training for councillors on expenditure procedures
* Monitoring of expenditure against budget by F&GP Committee
* Regular bank reconciliations
* Use of payroll provider and/or using HMRC software to ensure accurate calculations & payment
* Regular checks & F&GP Committee
* Create/review forward planning & corporate strategy
* Regular review of expenditure against budget
* Operate under General Power of Competence
* Ensure GPOC continuity
* Procedures for placing orders and payment of invoices to be confirmed and training provided
* Strict adherence to financial regulations
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| **Liability** | Risk to third party property or individualsRisk of injury to volunteers working on behalf of the town council | * Risk of injury or damage to property from activities of the town council or activities deemed to be the responsibility of the town council
* Risk of injury or property damage
 | MM | MM | * Risk assessments to be completed before any activity or project is agreed
* 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
* Separate risk assessments for Recreation Ground and/or public buildings owned by the Town Council
* Training for councillors and staff
* Contractor insurance cover in place for all activities where contractors are engaged
* Contractor insurance to be checked on an annual basis for preferred contractors
* Recreation ground user groups to be required to hold insurance for any event/activity on the Recreation Ground
* Ensure appropriate risk assessments are carried out, documented and training provided whenever volunteers or others work on behalf of the town council
* Supervision of volunteers by suitably qualified individuals wherever possible
* Ensure volunteers acknowledge receipt of risk assessments and training provided
* Volunteers using own equipment to be made aware of responsibility for own safety
* Town Council insurance extended to cover work by volunteers where required and requested to work by the Town Council
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| **Employer Liability** | Risk of injury to staff working on behalf of the Town Council | * Risk of failure to comply with appropriate health & safety recommendations for all staff
 | M | M | * Appropriate health & safety training for staff and councillors
* Monitoring of health and safety issues as part of routine Council/Recreation Ground Trust business and documenting of isssues raised and actions taken
* Appropriate safety testing to be carried out (PAT testing, Legionella testing, etc.)
* Provision of safety equipment/clothing and training where required
* Ensure appropriate policies in place to deal with employee health and safety issues
* Appropriate individual risk assessments for tasks, working environment and other factors relating to the working day of all staff
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| **Legal Liabilities** | Risk of actions without appropriate power or authority | * Risk of legal challenge through audit or judicial review
 | M | M | * Training for councillors and staff
* All actions/requests through Clerk
* Operating under General Power of Competence
* All orders for work, goods or services to come from Proper Officer/Clerk
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|  | Timely reporting when required | * Risk of penalties for late reporting
 | L | M | * All actions and activities documented through Minutes of meetings.
* Transparency Regulations compliance
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|  | Data Protection | * Risk of complaint to ICO for failure to comply with GDPR
* Risk of failure to properly identify personal data held
* Risk of not providing data subjects with information on data held, purpose and rights of data subjects
* Risk of failure to provide information under subject access request
* Risk of identifying personal data held
 | M | H | * Training for all staff and councillors/volunteers
* Data audit to be completed annually & documented
* Electronic data to be password protected
* Separate email address for council related work by councillors
* Regular review of data held & purged where appropriate
* Data impact assessment for all projects as part of risk assessment processes
* Training for Chairs of committees etc. on dealing with potential issues in meetings
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|  | Compliance with FOI requests | * Risk of failure to comply with FOI request when submitted
* Risk of not providing information as requested
* Risk of non disclosure of information held
 | M | M | * Training of staff and councillors
* All requests for information to be passed to the Clerk
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|  | Social networking | * Risk of damage to the Town Council’s reputation from use of social media by the public
* Risk of damage to the Town Council’s reputation from the use of social media by staff or councillors
 | M | M | * Compliance with Transparency Regulations at all times
* Training of staff and councillors in the value and pitfalls of social media
* Social media policy for town councillors and staff
* All formal responses on behalf of the Town Council by Clerk and/or authorised Member
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| **Equality & Diversity** | Discrimination | * Risk of allegations of discrimination against particular groups through council policies and/or procedures
 | L | M | * Adopt national guidelines and policies wherever possible
* Assess actions/policies for potential inequality of impact on residents
* Training for Chairs of Committees on dealing with issues arising within a meeting/public event
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| **Councillor Propriety** | Register of InterestsDeclarations of InterestCode of Conduct | * Risk of complaints against councillors for failure to declare an interest
* Risk of complaints to council for decisions taken where declarations of interest not made
* Risk of complaints for unauthorised actions resulting from failure of Councillors to adhere to Code of Conduct
* Risk of adverse publicity from decisions or actions by councillors and/or staff
 | H | M | * Training of all councillors and staff on Code of Conduct
* Copy of Register of interests to be held by Clerk
* Documented check of Registers to be conducted annually
* Ensure Register of Interests is completed at each meeting and is available for inspection
* Adopt NALC guidelines
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| **Covid 19** | Risk of transmission of Covid 19 through the activities of the Town Council to members of the public, staff, councillors and volunteers  | * Risks associated with use of or exposure to property owned by or associated with the town council and recreation ground
* Risks associated with attending meetings (formal or informal) of the town council
* Risks to staff and councillors from meetings or activities associated with the town council
* Functions unable to be carried out due to staff or councillor illness from Covid 19
 | H | H | * Strict adherence to government advice and advice of the HSE and other bodies at all times with regard to day to day operations of the Town Council
* 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
* Sharing risk assessments and measures identified with those likely to be at risk
* Regular documented review of risk assessments as circumstances or guidance changes
* Particular review of working practices to avoid transmission or infection of staff and volunteers so that basic functions can be maintained
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