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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 | M  M  L  L | L  M  M  L | * 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 |
| **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 | L  M  M  L  M  L  L  M | L  H  H  L  H  M  M  M | * 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 |
| **Liability** | Risk to third party property or individuals  Risk 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 | M  M | M  M | * 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 |
| **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 |
| **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 |
|  | Timely reporting when required | * Risk of penalties for late reporting | L | M | * All actions and activities documented through Minutes of meetings. * Transparency Regulations compliance |
|  | 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 |
|  | 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 |
|  | 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 |
| **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 |
| **Councillor Propriety** | Register of Interests  Declarations of Interest  Code 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 |
| **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 |