

## EYE TOWN COUNCIL – RISK REGISTER

Last reviewed: March 2018

### Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

This document has been produced to enable the Town Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focuses approach to managing risk, which:

- Identifies the key risks facing the council
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required.

	Risk	Impact	Likelihood	Severity	Control Action – Internal Controls	Review Frequency	Alternative Review Trigger/Internal Audit Assurance	Responsible Person(s)
1	Lack of budgetary controls	<ul style="list-style-type: none"> <li>➤ Loss of spending power</li> <li>➤ Financial instability</li> </ul>	L	H	<ul style="list-style-type: none"> <li>• Regular finance sub-committee meetings</li> <li>• Annual financial risk assessment</li> <li>• Quarterly reporting to council meetings of year to date spend</li> </ul>	Annually by October	Unexpected large expense	Town Mayor, Town Clerk and Finance sub-committee
	Lack of forward planning	<ul style="list-style-type: none"> <li>➤ Lack of direction and prioritisation</li> </ul>	L	L	<ul style="list-style-type: none"> <li>• Use community plan to guide thinking</li> <li>• Establish forward planning sub-committee</li> </ul>	Every three years	Significant event or development in parish	Town Mayor and Forward Planning sub-committee
2	Poor reporting to Council	<ul style="list-style-type: none"> <li>➤ Poor quality decision making</li> <li>➤ Council becomes ill informed</li> </ul>	L	M	<ul style="list-style-type: none"> <li>• Timely and accurate financial and other reporting</li> <li>• Ensure clerk remains briefed and updates training</li> </ul>	Each meeting	Matter raised at meeting	Town Clerk and Chairs of sub-committees

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					<ul style="list-style-type: none"> <li>Regular project and sub-committee reports</li> </ul>			
3	Sudden loss of Clerk	<ul style="list-style-type: none"> <li>Failure in budgetary controls</li> <li>Correspondence backlog</li> </ul>	L	H	Up to date job descriptions Appraisal system  Clear office procedures Clear budgetary procedures  Succession Plan for clerk's post	On going Annual appraisal Review procedure every 3 years  On-going	Long period of absence	Town Mayor/ Governance, policy and contracts sub-committee
4	Poor document control	<ul style="list-style-type: none"> <li>Information not passed on in a timely manner</li> <li>Deadlines missed</li> <li>Lack of achievement</li> </ul>	M	M	Clear office procedures including forward reminders Good quality reports to Council Clear Job Descriptions Monitoring of correspondence Create a log of Documents	Annually  Regularly  On going Sampling half yearly	Major incident  Complaints	Mayor, Town Clerk and Governance sub-committee
5.	Ensure Council complies with law, in particular: *Health and Safety *Equal Opportunities *Data Protection *Human Rights *Disability Discrimination *Employment Law	<ul style="list-style-type: none"> <li>Fines and Penalties from regulation bodies</li> <li>Employee action for negligence or grievance</li> <li>Loss of reputation</li> </ul>	L	H	Clear Policies and procedures Contracts reviewed and updated Training programme for staff and new councillors including induction procedure Use of LAIS and other regular mailings to form briefings for staff and councillors	Every 3 years Every 3 years  Monthly/quarterly	Following incident  Complaints	Mayor, Town Clerk and all councillors
6	The provision of	<ul style="list-style-type: none"> <li>Loss of</li> </ul>			Clear statement of	Every 3	Change of supplier	Town Clerk and

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	services carried out under agency/ partnership agreements	reputation ➤ Poor public image	L	M	responsibility for each service Regular review of agreements and scrutiny of performance against targets	years Ongoing		Governance sub-committee
7	Ensuring all business activities are within legal power	➤ Illegal expenditure ➤ Poor public image	L	H	Consultation with SALC and solicitors as necessary Clerk training to keep up to date with legislation	As required	Complaint	Town Clerk and Governance sub-committee
8	Inaccurate reporting of Council business in the Minutes	➤ Confusion and misunderstandings ➤ Actions not reflecting intentions of Council	L	H	Minutes to be approved by Town Council Minutes properly numbered and paginated with a master copy for safekeeping Training for Clerk if required	Monthly Ongoing	Significant questioning of minutes at next meeting	Town Clerk
9	Meeting the laid down timetables when responding to consultation invitation	➤ Affect reputation ➤ Ineffective involvement	L	M	Careful monitoring and scheduling of document responses	As necessary	Complaints	Mayor and Town Clerk
10	Council lacks relevant skills and commitment	➤ Council fails to achieve its purpose ➤ Decision making by-passes Council ➤ Poor value for precept money	L	H	Training for Councillors Close review of attendance Encourage good communication between Clerk and Councillors Develop suitable recruitment material to fill vacancies	Regularly Every meeting	Lack of ability to fulfil sub committee tasks	Town Mayor
11	Council becomes dominated by one or	➤ Conflicts of interest			Clear Standing Orders regarding conduct of meetings	Every 5 years	Complaints	Town Mayor

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	two individuals, or cliques form	<ul style="list-style-type: none"> <li>➤ Pursuit of personal agendas</li> <li>➤ Decisions made outside Council</li> </ul>	M	M	and Conflict of Interests Training for Councillors Good record keeping about decisions	Regularly On going	Bullying in meetings	
12	Failure to register Members' interests, gifts, etc.	<ul style="list-style-type: none"> <li>➤ Member could make inappropriate gains</li> <li>➤ Could affect reputations</li> </ul>	L	M	Procedures in place for recording and monitoring Members' interests and gifts	Every 5 years	Complaints	Town Clerk
13	Lack of maintenance of Council owned property	<ul style="list-style-type: none"> <li>➤ High cost of repair or replacement</li> <li>➤ Injury to third party leading to claims</li> </ul>	M	H	Regular inspections of play and skate park equipment Establish maintenance framework for properties Maintain adequate insurance cover	Weekly  Annually  Review annually	Unexpected incident	Town Clerk and council
14	Damage or loss to Council owned property by third party or act of God. (Insufficient protection of physical assets owned by the Council – buildings, furniture, equipment etc). Town Hall Windows	<ul style="list-style-type: none"> <li>➤ High cost of repair</li> <li>➤ Loss of assets</li> <li>➤ Disruption</li> <li>➤ Damage to public property or person</li> </ul>	M L M L	L M M H	Maintain an up to date register of assets. Maintain adequate insurance cover Regular inspection of Council property and framework for maintenance Storage in bank vault of valuable assets Back-up copies of all essential documents (ie computer records, burial records) Emergency Plan	Annually  Annually  Weekly /regularly  On going  On going  Every 2 years	Police report or damage report  Annual facilities review register  Review of management arrangements regarding insurance cover (loss or damage)	Mayor and Town Clerk
15	Damage to third party property or individual	<ul style="list-style-type: none"> <li>➤ Claim against Council</li> </ul>			Public liability insurance Comprehensive event planning	As required	As reported Review of Insurance	Town Clerk, Caretaker, Town

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	due to service or amenity provided		L	L	Regular checks of facilities and service provision Ensure all amenities/facilities are maintained to appropriate level (ongoing) Risk assessments		Cover Review of adequacy of insurance cover provided	Events sub-committee and other sub-committees as required
16	Loss of cash through fraud or dishonesty	<ul style="list-style-type: none"> <li>➤ Reduction in available funds</li> <li>➤ Loss of reputation</li> </ul>	L	H	Clear financial procedures and regulations Annual internal audits Adequate insurance cover	Annually  Annually	On a Loss Review Insurance Cover (fidelity guarantee)	Town Clerk and Finance sub-committee
17	Inadequacy of Precept  Ensuring the adequacy of the annual precept within sound budgeting arrangements	<ul style="list-style-type: none"> <li>➤ Services not provided</li> <li>➤ Lack of confidence in Council</li> <li>➤ Inability to carry out functions</li> <li>➤ Insufficient funds for contingencies or projects</li> </ul>	L	M	Regular in-year budget progress reports  In-depth annual budgetary review and budget setting	Quarterly at Council Meetings Annually  Annually	Unexpected event i.e. major damage to town hall	Town Clerk and Finance sub-committee
18	Problems due to borrowing or lending.  Complying with restrictions on borrowing	<ul style="list-style-type: none"> <li>➤ Failure of third party to repay loan</li> <li>➤ Inability of Council to repay a loan</li> </ul>	L	L	Include loan repayments in annual budget	Half yearly reviews	Review of internal controls in place and their documentation. Officers to ensure compliance with restrictions on borrowing Monitoring by internal auditor	Town Clerk and Finance sub-committee
19	Failure to use grants received for intended	<ul style="list-style-type: none"> <li>➤ Lack of funds for project for which</li> </ul>			Ensure funds properly ring fenced	Annually	Review of minutes	Town Clerk

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	purposes.	grant was intended ➤ Investigation into the use of funds	L	L	Clear financial procedures Record clearly in minutes Work to deadlines.			
20	Failure to use grants given for intended purposes.  Ensuring appropriate granting of monies	➤ Lack of funds for project for which grant was intended ➤ Misuse of grant monies	M	L	Follow up on projects Obtain detailed financial information prior to considering granting of funds	As required	Reports from the public about inappropriate situations	Town Clerk
21	Keeping the proper statutory financial records	➤ Inadequate financial control	L	H	Regular scrutiny of financial records and proper arrangements for the approval of expenditure Annual review by internal auditor	Annually	Review of internal controls in place and their documentation	Town Clerk and Finance sub-committee
22	Finances – Failure to plan for staff absence	➤ Inability to manage accounts during staff absence	M	H	Regular communication with clerk Ensure Finance sub-committee is knowledgeable about the council accounts and financial procedures Clear communication with creditors	Ongoing	Staff absence / resignation	Mayor, Town Clerk and Finance sub-committee
23	Failure to register Town Council owned land	➤ Land ownership disputes	M	H	Ensure all Town Council owned land is registered with HM Land Registry	As required	Boundary/land ownership dispute	Town Clerk
1	Failure to be risk aware in assessing income generation	➤ opportunities requiring some risk are not taken	M	M	Councillors to consider innovation and structured risk taking and investment backed	As required	Income stagnation	All Council

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	and opportunities to expand Council business or income.	up			by a business case.			

Policy: Risk Register

Adoption date:

Resolution:

Review date:

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