WIVELISCOMBE TOWN COUNCIL– RISK ASSESSMENT MANAGEMENT REGISTER May 2024

This document is a systematic general examination of the assets and activities of The Town Council to enable potential risks to be identified. The Council will take practical and necessary steps to reduce or eliminate the risks identified. The following six step process is to support the implementation of risk management and help maintain impetus.

1. Identifying risk – Risks will be identified.
2. Analysing risk – Risks will be assessed against probability and impact of the identified risk using a Low, Medium or High score.
3. Prioritising action – Risks will be entered on the risk register with the score.
4. Determining action – Further actions required to reduce the treat of the risk occurring or minimise its impact will be stated in the risk register.
5. Controlling risk – The specified actions will be carried out as stated in the risk register.
6. Monitoring – The Clerk and Chairman will keep the risk register under review and progress against further actions identified. The register will be updated as actions are achieved, and risk scores amended as appropriate. The identification of risks should be a continual process and risks emerging throughout the year should be evaluated and where necessary added to the register.

AREA	IDENTIFIED RISK	LEVEL OF RISK	CONTROLS	ACTION REQUIRED
1. Finance				
Financial Records	Inadequate records and financial control leading to irregularities	L	Financial Regulations set out requirement for production of records at meetings. Internal audit carried out yearly. Financial regulations updated yearly.	None
Banking	Inadequate checks and bank mistakes	L	Bank reconciliation carried out monthly. Always require 2 signatories on cheques and other accounts. Internal audit carried out yearly.	None

HMRC	Incorrect NI and PAYE Payments, Salary paid incorrectly. Non-compliant with HMRC regulations leading to financial penalties.	L	VAT claimed annually. Compliant with HMRC, PAYE regulations. Salary payments included in monthly payments for approval. Employers monthly and yearly returns are completed and submitted online within the required HMRC time limits.	None
Budget	Adequacy of precept for the Council to carry out statutory duties.	L	Annual budget produced. The Council receives monthly income and expenditure analysis and monthly budget monitoring. Monthly information allows the Council to estimate standing costs and costs of the projects for the subsequent years.	None
Risk of loss of computer data	Breakdown of computer.	L	Clerks backs up data daily onto a stick which is stored in fire proof box.	None
Reporting and auditing	Submission within time limits. Communication of information.	L	Financial matters are a monthly item on the agenda. Internal audit carried out yearly. Firstly, sent to internal auditor for completion and signing before annual return presented to council for approval and signing. Then sent for external audit.	None
Wages and expenses	Incorrect NI and PAYE Payments, Salary paid incorrectly.	L	Compliant with HMRC, PAYE regulations. Salary payments included in monthly payments for approval.	None
Best Value Accountability	Contracts awarded incorrectly. Overspend.	L	3 quotes/estimates obtained for any work carried out. For major projects, competitive tendering process would be initiated.	None
VAT	Compliant with HMRC regulations. Unclaimed VAT.	L	VAT claim completed monthly but applied for yearly. Refunds from HMRC logged in income analysis. VAT incurred is shown in separate column in cash book.	None

Investments	Can get forgotten	L	No investments held	None
2. Employment issues				
Employment Law	Non-Compliance by the Council or Clerk	L	Membership of SALC and SLCC. Staffing Committee in place. Relevant policies in place. Annual Leave Policy, Flexible working Policy and absence management policy in place.	None
Working hours	Correct payment of wages	L	Staffing committee monitors hours worked. PAYE payments to HMRC signed monthly by chair of staffing committee	None
Employment insurance	Potential Claims	L	Employee liability insurance in place.	None
Staff performance	Duties not being carried out	L	Regular Reviews of staff performance. Staff appraisals carried out annually.	None
Working conditions	Council non-compliant with contractual obligations	L	Regular reviews of working conditions. Clerk carries out annual risk assessment for working from home.	None
Health & Safety	Injury to Staff	M	Provision of regular reviews of staff working procedures, risks involved and adequate direction on the safe use of any equipment required to undertake roles. Employers Liability. Clerk carried out risk assessment for home working.	PAT Test to be carried out on all electrical equipment.
Fraud	Fraud by employees	L	Requirements of fidelity guarantee and public liability within insurance provision. Regular checks and internal controls on financial activity. Not a bank signatory. No petty cash system.	None
Staff absence	No Clerk	L	SALC hold locum register	None
3. Asset Management				

Assets	Loss or damage, risk to third party	L	Monthly checks undertaken. Clerk possesses emergency powers to deal with urgent repairs. Public liability insurance in place.	None
Maintenance of assets	Loss or damage, risk of injury to third party	L	Annual review of assets undertaken for both insurance and external audit. Monthly checks undertaken. Clerk possesses emergency powers to deal with urgent repairs. Public liability insurance in place.	None
Toilet Block	Risk to third party, flood or damage	L	Cleaning contactor checks daily and reports back to the Clerk. Cleaning contactor hold own public liability insurance. Clerk possesses emergency powers to deal with urgent repairs. Public liability insurance in place. Council carry out yearly Annual inspections (asbestos, electrics, fire, vegetation and condition). Signs are always placed for slippery floors ect.	None
4. Council Records				
Paper records	Loss of essential records through theft and/or fire damage. Council Minutes, leases, financial records and historical correspondence.	M	Documents stored in lockable wooden cabinet. Important papers stored in lockable, fireproof metal cabinet. Metal safe installed in Wiveliscombe House to store Personnel papers.	None
Electronic records	Loss through theft, fire damage or corruption	L	Council records are backed up daily and stored in lockable, fireproof cabinet. Anti-virus kept up to date.	None
5. Insurance Provision				
Adequacy	Insurance provision inadequate	L	Annual review is undertaken of all insurance arrangements.	None

Risks to third party, property or individuals	Insurance provision inadequate	L	Correct insurance in place. Allotments inspected twice Yearly. Jubilee Gardens checked daily.	None
Cost	Best Value practice not undertaken	L	Cost of insurance reviewed annually.	None
Freedom of information provision	Non-compliant with Freedom of information act statutory requirements	L	Clerk attended a SALC Course. FOI Policy in place.	None
Data Protection	Non-compliant with Data Protection Statutory requirements for registration	L	Clerk undertaken data protection course. Data protection policy in place.	None
Legal Powers	Illegal activity/payments	L	All actions of the Council noted in the minutes and presented to all members. All resolutions for payments resolved at monthly meetings of the Council.	None
Statutory obligations regarding documents	Accuracy and legality of notices, agendas and minutes	L	Compliance with Standing Orders. Minutes produced in the correct manner by the Clerk and adhere to legal requirements. Minutes are approved, signed and dated at the next meeting of the Council. Agendas and notices are produced in the correct manner by the clerk and adhere to legal requirements and displayed accordingly.	None
Members interests	Nonregistration of disclosable interests	L	Members are reminded to declare any interest in business to be considered at all meetings. Registration of interests by members on correct form. Responsibility of individual member to declare said interests. Register of interest forms available at every meeting.	None

6. Other				
Meeting location	Premises inadequate for needs of the Council or public	L	All meetings of the Council are held in the Wiveliscombe Community Centre which has adequate facilities for hosting meetings. It is fully disabled access compliant. All meetings follow government guidelines/regulations due to the Covid19 pandemic	None
Zoom Meetings	Committee meetings only	L	Zoom meetings were held up to May 2021for full council and are still used by smaller groups of councils which is permitted.	None

Approved at Council meeting held on 20th May 2024

Clerk …….

Chairman……