

**OAKHAM TOWN COUNCIL**

**RISK ASSESSMENT**

**2018 - 2019**

**Reviewed and approved by the Council**

**10th October 2018**

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| **RISK AREA** | **POTENTIAL RISK IDENTIFIED** | **LIKELIHOOD OF OCCURANCE** | **POTENTIAL IMPACT** | **STEPS TO MITIGATE RISK (CONTROL)** | **EVIDENCE** | **ACTION (AGREED IMPROVEMENTS)** |
| Assets | Protection of physical assets | Low | Cost of replacing damaged, destroyed or missing assets. Loss of facilities. | The Town Council holds buildings and contents insurance with a level of cover applicable to the total current value of all material assets held. | Current building and contents insurance schedule. | When applicable, determine cost of rebuilding main assets and update insurance policy. |
| Assets | Security of buildings, equipment etc | Medium | Cost of replacing damaged, destroyed or missing assets. Facilities out of use for a period. | Weekly checks of unoccupied buildings.  Business interruption cover in place | Current insurance policy. | Review level and adequacy of insurance cover. |
| Assets | Maintenance of buildings etc | Low | Cost of replacing damaged, destroyed or missing assets. Facilities out of use for a period | Renewal of Electrical Installation Certificates  PAT Testing  Fire Risk Assessment  Asbestos Survey | Current insurance policy  EIC Certificates  PAT Test reports  Copy of FRA retained  Copies of surveys |  |
| Finance | Banking | Medium | Cash flow problems. Increased potential for fraud | Regular banking and reconciliation of statements. Mandate kept up to date. | Reconciled bank statements. Current bank mandate. | Review bank mandate to ensure cheque signatories are up to date. |
| Finance | Risk of consequential loss of income | Low | Loss of key data. | Adequate level of insurance cover. Any important documents backed up, kept in locked filing cabinet.  Regular external backup | Current insurance policy schedule. Data back up. | Review the need for consequential loss insurance cover. Storage of key documents when obtained should be in a fireproof lockable cabinet. |
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| Finance | Loss of cash through theft or dishonesty | Medium | Adverse publicity for the council on disclosure. Reputational risk. Financial loss. | Adequate level of fidelity insurance cover | Insurance policy document | Review level of fidelity insurance relevant to size and activity of council. |
| Finance | Financial controls and records | Medium | Lack of control over the Council’s assets. Higher likelihood of fraud or misappropriation of assets. Ineffective reporting. Qualified internal and external audit reports. | Accounts and asset register prepared on appropriate computerised accounting system. Bank reconciliations undertaken on a regular basis. Expenditure payments retrospectively approved by council. Minimum 2 council signatories on cheques. | Monthly bank accounts statements. Bank reconciliation statements. Signed expenditure payments reports. Approved signatories on bank mandate. | Asset register reconciled to agreed insurance values. Update asset register for all future assets purchased. |
| Finance | Compliance with HMRC regulations | Medium | Penalties and/or fines for late returns, errors on submissions etc. Reputational risk and adverse publicity. | Use external advice when necessary. Internal and external audit review. | VAT returns and workings. Payroll submission confirmations. | Ensure VAT period in the accounts is fully closed off after preparing the VAT return. |
| Finance | Budgets supporting annual precept | Medium | Council receives less funding than is required to meet its obligations and objectives. | Council prepares detailed budget in late Autumn. Precept determined directly from this budget. Actual expenditure versus budget reported to Council monthly | Annual budget statements of council, with minuted approval. Budget versus actual statements with minuted approval. | . |
| Finance | Compliance with borrowing restrictions | Low | Council acting outside it’s powers | Justification for any additional borrowing fully reviewed and approved by Council. | Internal and external audit reviews. | No new borrowing being considered at present. |
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| Liability | Risk to third party, property or individuals | Medium | Funding cost of a successful action or claim against the Council.  Reputational risk. | Public liability insurance cover | Current insurance policy.  . |  |
| Liability | Legal liability as a consequence of asset ownership (e.g. burial grounds, play grounds, community centres. Parks etc) | Medium | Cost of potential claim against the Council | Public Liability Insurance cover.  Play Inspection reports acted on immediately and any issues identified as Medium or above actioned.  Tree survey completed in 2018 | Current insurance policy.  Copies of Play Inspection Reports  Copy of tree survey | Weekly visual inspections of play equipment |
| Employer Liability | Non-compliance with employment law | Medium | Employee dissatisfaction and disputes, potentially leading to industrial tribunal. | Relevant staff training and experience. Advice from relevant professional advisers and membership bodies e.g. LRALC  Code of Conduct training for members. Employers liability insurance | Staff qualifications and training records.  Membership confirmation.  Contractual arrangements with professional advisers.  Current Employers Liability insurance certificate. |  |
| Employer Liability | Non-compliance with HMRC requirements | Medium | Fines and penalties for late returns, errors etc. HMRC investigations. | Relevant staff training and experience. Advice from HMRC as required.  Internal and external audit reviews. | Records of HMRC returns and submissions. |  |
| Employer Liability | Safety of staff and visitors | Low | Funding cost of a successful action or claim against the Council.  Reputational risk. | Adequate insurance.  Health & Safety policy in force | Current insurance policy. Health & safety policy document. | Review of Health and Safety Policy |
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| Legal liability | Ensuring activities are within legal powers | Low | Potential reputational and financial risk. | Parish Clerk clarifies the legal position on any new proposal put before the Council. Legal advice to be taken when necessary.  Standing orders and financial regulations up to date and fully complied with | Council minutes. Standing orders and financial regulations document. | Review annually and Council to minute this (irrespective of any changes made). |
| Legal liability | Accurate and timely reporting via the minutes | Medium | Inappropriate or no actions undertaken. Reputational risk.  Non compliance with the Freedom of Information Act | Full council meets regularly and receives and approves minutes of meetings. Minutes made available to public via the Council website. | Council minutes (hard copy and via the web) | Draft minutes of Council and committees to be uploaded onto website within 2 weeks of relevant meeting. |
| Legal liability | Proper document control | Medium | Loss of key data.  Confidential data compromised.  Council unable to function effectively | Any key legal documents kept in locked cabinet. Computers backed up regularly. | Schedule of any documents contained in locked cabinet. |  |
| Legal  Liability | Installation of Christmas Displays | High | Funding cost of a successful action or claim against the Council.  Reputational risk. | Contract with suppliers and / or installers in place | Contract retained |  |
| Legal  Liability | Installation of Floral Displays | Medium | Funding cost of a successful action or claim against the Council.  Reputational risk. | Contract with suppliers and / or installers in place | Contract retained |  |
| Legal Liability | Hiring out of Council land for  events | High | Funding cost of a successful action or claim against the Council.  Reputational risk. | Hiring agreement in place | Agreement retained | Visit site with qualified Health and Safety Inspector |
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| Legal Liability | Council run events | Medium | Funding cost of a successful action or claim against the Council.  Reputational risk. | Risk management document in place | Document retained |  |
| Legal Liability | Use of Social Media | Medium | Funding cost of a successful action or claim against the Council.  Reputational risk. | Communication policy in place.  All members advised on their responsibilities.  Council’s social media sites monitored by appointed member  Clerk and Assistant have log in details | Policy retained | Review Communication Policy |
| Cllr Propriety | Registers of Interests, Gifts and Hospitality in place | Low | Conflict of interest of councilors.  Corruption | Register of Interests completed by members as required and published on website | Interest Register on website |  |

This risk management paper was considered by the Council

on……………10th October 2018 ……………………………..

And will be reviewed again in 12 months or before as required