



Risk Management Schedule

Objectives:

1. To identify the areas to be reviewed
2. To identify what the risk may be
3. To evaluate the management and control of the risk
4. Review, assess and revise

Risk Category	Description	Risk Category	Description
Operational	Those risks associated with the day-to-day running of the council's services and /or functions	Financial	Those affecting the ability of the Authority to meet its financial commitments. These include internal budgetary pressures, the failure to purchase adequate insurance, the consequences of proposed investment decisions or the loss of opportunity, lack of availability of capital investment, interest rate instability and inflation, etc.
Regulatory	Those associated with current or potential changes in national or European law.	Strategic	Those associated with the medium to long-term objectives of the council as a whole.
People	For example, recruitment/retention of qualified staff, over reliance on key officers or inability to implement change. Also, lack of clarity over roles and responsibilities.	Information	Those associated with the security, accuracy, timeliness of any information held or given by the organisation.
Reputation	For example, bad publicity in local press or social media over an extended period, items in the national press, matters raised in Parliament or the EU.		

Category	Risk Description	H/M/L	Key Controls	Review / Assess / Revise	Risk Owner	Objective
Personnel – Staff, Volunteers and Councillors						
Operational Financial People Strategic Regulatory	Managing resources Staff Sick Leave Staff Stress Lone Working Loss of Town Clerk Capability and Performance	M	Job Descriptions & appraisal process in place. Regular meetings of Personnel Committee. Staff regularly attend training and development. Membership of NALC and SLCC.	Regular support meetings with On-going training Town Clerk to raise issues with Personnel Committee as arise Training and Development Policy to be actioned Lone Working Policy to be actioned Use of Peninsula Bright HR system for recording of holidays, sick absence and general time recording to be introduced	Council Personnel Committee Town Clerk	The effective management of all the council's resources.
Operational People Strategic Regulatory	Safety of Volunteers / Volunteer Leaders	H	Volunteer policy; Registration form; regular health and safety, risk assessment and tools / equipment checks undertaken; training provided; no lone working	Training provided for Volunteer Leaders No lone working for volunteers	Town Clerk Personnel Committee Public Realm Committee	The effective management of all the council's resources
Operational Financial Strategic People	Loss or absence of key staff or absence through sickness / leave or unfilled vacancies creates difficulties in maintaining and developing service.	H	Town Clerk and RFO roles now filled. Staff training to ensure flexible working. Use of cloud-based working to ensure flexibility and good information sharing.	Monitor new posts and review staffing structure. Investment in training to ensure good IT skills.	Town Clerk, Council Personnel Committee	Reduce risk level

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People Regulatory Reputational	Members interests Failure to register interests. Failure to act within Standing Orders Breach of Code of Conduct	M	Councillors provided with information on legal duties. Disclosable Pecuniary Interest forms to be reviewed regularly by Councillors.	Monitor training undertaken by Councillors Training and Development policy for Councillors to be actioned	Councillors Town Clerk	To ensure the Council operates at the highest level of integrity.
Regulatory Reputation Financial	Compliance Failure to meet legal duties of employment law	H	Membership of SALC, receive bulletins and updates from HMRC Use of SAGE payroll online advice Use of Peninsula online HR and specialist legal advice service Apply all regulatory and statutory requirements: Health and Safety, Code of Conduct, Equality & Diversity, Data Protection, Freedom of Information Employment Law Transparency code General Power of Competence HMRC Pensions Regulator	Standing Orders, Scheme of Delegation and Financial Regulations in place and reviewed annually Other Policies developed and adopted. Reviewed as required Town Clerk to be CiLCA Qualified Legislative Updates reported	Town Clerk RFO Council	To achieve and maintain compliance

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Procedures						
Regulatory Strategic Reputation	Proper Document Control	L	Leases and legal documents and Personnel details locked in cabinets. Other data storage to comply with GDPR	Retention Policy developed Systems for document retention and archiving to be reviewed		
Regulatory Reputation	Minutes, agendas and notices.	M	Agendas, minutes and notices are all produced, circulated and displayed within legal requirements.	Ensure Agendas are published to allow 3 working days before meetings Ensure draft minutes are published within 10 days Ensure website is up to date	Town Clerk	To ensure compliance with transparency act
Regulatory	Notice of Electors Rights	M	RFO is trained and aware of audit requirements	Ensure external audit procedures are undertaken correctly	Town Clerk RFO Finance Committee	To ensure compliance with audit regulations
Operational Financial People Strategic Regulatory	Business continuity Disruption due to fire or other catastrophic event. Data integrity	M	Use of cloud services (Microshade) – ability to recover data from remote location Insurance policy in place against financial loss Anti-virus software installed	Develop business continuity plan	Council Town Clerk	Ensure all key persons are aware of action in event of an emergency

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Regulatory	Compliance with General Data Protection Regulations	H	Data audit undertaken, report has been commissioned to update Council on its responsibilities Work required to adopt policies and update procedures Work required to deal with backlog of retained information	Training for staff and Councillors Guidance for staff and councillors Regular reviews of processes	Council Town Clerk	Ensure compliance
Operational Financial Strategic	Failure to meet year end deadlines	M	Implement annual work plans and review. Plan work to complete year end audit on time.	Ensure staff are trained and aware of the requirements in the JPAG guidance	RFO Town Clerk Finance Committee	Reduce risk and ensure compliance
Regulatory Reputational	Failure to ensure activities are within legal powers	M	Town Clerk is (working towards) CiLCA. Membership of SALC/NALC Legal advice sought where required.	Ensure key staff members and Cllrs take account of NALC advice and undertake regular training	Town Clerk Personnel Committee	Reduce risk and ensure compliance
Financial Operational	Loss or damage to physical assets owned by the Council and Charities	H	Accurate fixed asset registers Regular inspection routines maintained. Financial Regulations up to date and implemented Insurance and health and safety requirements are met and regularly reviewed Buildings and fixed assets insured Value reviewed annually. Physical/visual check of assets annually.	Action Required Annual review of assets and insurance undertaken Regular system of building checks to be developed	Council Town Clerk Public Realm Committee	Safeguard Council and Charity assets

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		H	<p>Accurate fixed asset registers</p> <p>Regular inspection routines maintained.</p> <p>Financial Regulations up to date and implemented</p> <p>Insurance and health and safety requirements are met and regularly reviewed</p> <p>Buildings and fixed assets insured Value reviewed annually. Physical/visual check of assets annually.</p>			
Financial Regulatory Operational	Security of Buildings and Equipment	H	<p>Passwords and keys strictly restricted to nominated personnel. Building and contents insured.</p>	<p>Access to keys limited and a sign out procedure in place.</p>	<p>Town Clerk Council Public Realm Committee</p>	
Regulatory Financial Reputational	Risk to third parties, properties or individuals	M	<p>Public liability insurance in place</p> <p>Regular checks and reporting of damage and repairs required.</p> <p>Compliance with Health and safety</p> <p>Risk assessments undertaken for work parties and volunteer activities</p>	<p>Respond appropriately to any incidents and take action to mitigate where possible</p> <p>Reporting mechanisms to be reviewed</p> <p>Staff training to be regularly reviewed</p> <p>Risk Assessments to be reviewed annually</p>	<p>Town Clerk Public Realm Committee Personnel Committee</p>	<p>Ensure compliance with H&S requirements</p> <p>Reduce liability</p>

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Financial Reputational Regulatory	Banking / Investments	M	Finance committee receive monthly accounts and cash summary Maximum use of higher interest account with regular transfers into current account. Monthly cash flow analysis. Investment policy in place. Reserves policy in place.	Investment Policy reviewed annually Reserves Policy reviewed annually Financial Regulations reviewed annually	Town Clerk RFO Finance Committee	Ensure compliance with Statute Reduce liability
Financial Reputational Regulatory	Loss of cash through theft or dishonesty	M	Fidelity Guarantee reviewed annually (end of year balances plus ½ yearly precept). Safe used for storage of all petty cash, postage stamps, cheque book, unbanked cheques and debit/credit cards. Cash in safe kept to a minimum Office keys strictly restricted to nominated personnel.	Petty cash and debit card transactions recorded Petty cash only reimbursed when receipt received Signing out process for keys in place	Town Clerk RFO Finance Committee	Ensure compliance with Financial Regulations Reduce liability
Financial Reputational Regulatory	Fraudulent invoices and banking details	M	New suppliers complete a supplier set up form with banking details. This is checked against bank details on the invoice by the RFO Weekly payment Schedule authorised by two bank signatories prior to payment	Regular internal control checks undertaken by Councillors Monthly accounts reconciled and reported to Finance Committee	Town Clerk RFO Finance Committee	Ensure compliance with Financial Regulations Reduce liability
Financial Reputational Regulatory	Financial Controls and records	M	Financial regulations are up to date Independent Internal Auditor checks procedures twice per year and External Auditors review accounts.	Financial Regulations reviewed annually Quarterly budget monitoring by Finance Committee	Town Clerk RFO Finance Committee Council	Ensure compliance with Financial Regulations Reduce liability

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Financial Reputational Regulatory	Compliance with Customs and Excise Regulations	L	<p>Use of VAT Help Line when necessary to answer queries. VAT payment and claims verified through accounts package and made quarterly via MTD service.</p> <p>Use of VAT specialist to carry out partial exemption calculations.</p>	Reconciliation carried out at month end shut down. Internal and external auditor provides further check.	Town Clerk RFO Finance Committee	Ensure compliance with Financial Regulations Reduce liability
Financial Reputational Operational	Sound budgeting to underlie annual precept	M	Committees receive details of draft budgets to be approved by Full Council receive details of budgets/ actual reports. Precept derived directly from this.	<p>Reviews of each Committees budgets take place annually before budget setting in December</p> <p>Precept agreed and signed at Council meeting in January</p>	Town Clerk RFO All Standing Committees Council	Ensure compliance with Financial Regulations Reduce liability
Financial Reputational Regulatory	Suitably experienced Internal Audit practitioner employed	L	CCAB/CIPFA /AAT qualifications (preferred) or must have: an understanding of basic accounting processes & ability to review systems & awareness of risk assessment issues & an understanding of accounting requirements of the legal framework and powers of local councils.	<p>Appointment of Auditor agreed annually.</p> <p>Re-tender every 3 years.</p>	Town Clerk RFO Council	Ensure compliance with Financial Regulations Reduce liability

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Financial Reputational Regulatory	Internal Audit Plan	M	<p>Internal auditor to check on a test basis the following:</p> <ul style="list-style-type: none"> Receipts and payments records, including monthly reconciliations Use of petty cash accounts Banking procedures Statutory compliance (NI, PAYE, VAT) Payments of superannuation and salaries Compliance with Financial Regulations Financial procedures and audit trails Corporate Risk Assessments <p>Statement of Independence made annually</p>	<p>Councillors undertake regular internal audit checks:</p> <ul style="list-style-type: none"> Cashbook balance matches bank statement Spot check of invoices to bank statement Petty cash agrees Correct pay scales have been applied Finance committee receives report on checks. <p>Internal Auditor visits Council offices bi-annually</p>	Town Clerk RFO Finance Committee Council	<p>Ensure compliance with Financial Regulations</p> <p>Reduce liability</p>
Financial Reputational Regulatory	Internal Auditors Reports	L	<p>Full copies of the auditor's reports reviewed by Finance Committee. Outcome of discussions minuted any required / recommended improvements actioned and monitored.</p>	<p>Report on action RAG rated and monitored by Finance Committee.</p> <p>Internal Auditor's reports noted by Council</p>	Town Clerk RFO Finance Committee Council	<p>Ensure compliance with Financial Regulations</p> <p>Reduce liability</p>
Financial Reputational Regulatory	Suspicion of Fraud	M	<p>The auditor to report any suspicion of fraud in the first instance to the RFO, except where the RFO may be implicated in any possible fraud, in which case the auditor should report directly to the Chair of the Council.</p>	Reporting process in place	RFO Chairman Town Clerk	<p>Ensure compliance with Financial Regulations</p> <p>Reduce liability</p>

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Financial Reputational Regulatory	Council no longer able to predict the cost to tax payers of any function or service. Annual income subject to change at short notice. Possible future introduction of capping.	H	Control of reserves and contingencies against future changes.	Three-year budget forecast to be undertaken Action plan for year to be established 3-year forecast required	Town Clerk RFO Council	Ensure compliance with Financial Regulations Reduce liability
Strategic Operational Reputation Financial People	Insufficient resources to undertake the Councils business	M	Detailed reports received to set budget and precept. Regular monitoring of expenditure and budget Management of reserves Staffing levels set to ensure operational requirements are met.	3-year forecast required Reserves policy in place Ensure staffing levels are considered when undertaking new activities	RFO Finance Committee Town Council Personnel Committee	Ensure Council is able to operate and continue to deliver services.
Operational Strategic Financial Reputation People	Failure to maintain a good operational relationship with Shropshire Council	L	Maintain effective communications Understand individuals' roles and constraints. Engage with Shropshire Councillors	.	Town Council Committees Town Clerk	Maintain good relationships with officers of other authorities to facilitate actions
Operational Financial Reputation People	Failure to be involved in local schemes at consultation stage	M	Always respond to consultation Consult others on the council's plans Attendance at Parishes Forum		Town Council Committees Staff	Effective use of the council's resources Able to represent the local community

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Operational People Reputation	Failure to obtain reliable and accurate information and guidance.	L	Membership of national and local bodies Training programme for councillors and staff Meetings with other professionals Subscriptions to professional organisations and magazines	Change of central government and their new agenda places an additional burden as many policies are changed at quick pace.	Town Council Committees Clerk	Good practical and theoretical knowledge of all aspects of legal, organisational and specialist knowledge pertaining to the council.
Operational Reputation Financial	Long term planning	H		Council should develop a long-term strategy and budget for maintaining and developing services	Town Council Strategy Committee	Agree strategic future of the Council.
Reputation	Inappropriate use of social media, print media, radio interviews	M	Town Clerk and Mayor have oversight of all communications	Community Communication Strategy to be developed Social media and communications policies to be developed and approved Awareness raising / training	Town Clerk Mayor Councillors Staff members	Ensure Council reputation is not damaged
Reputation People Financial	Personal action taken against Councillors for actions taken within their role	M	Membership of national and local bodies Training programme for Councillors Insurance provision	Insurance provision to be investigated Investigations still ongoing with SALC	Town Council Councillors Clerk	Ensure Council and personal reputation is not damaged

Adopted April 2023
Review Annually