

RISK ASSESSMENT FORM WEM TOWN COUNCIL

Use this form to record details of individual risk assessments. Use it with Management of Risk guidance.

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| Risk Assessment Reference Number: WTCRA15 | | Date of Assessment: April 2025 | | Date of Review: annual | | | | | | |
| Task/Work Activity/Work Area Assessed: Financial, Asset, Employee Management | | | | | | | | | | |
| People Involved in Making This Assessment: Town Clerk and RFO | | | | Signature: | | | | | | |
| <p>Risk Rating scoring system: Level of Risk = Likelihood x Consequence/Severity</p> <p>20 or 25 High. Unacceptable – Stop or activity until immediate improvements can be made.</p> <p>10 to 16 Medium. Tolerable - needs improvement within a reasonable timescale, e.g. 1 to 3 months depending on the situation.</p> <p>5 to 9 Low. Adequate but look to improve by next review</p> <p>1 to 4 Very Low. Residual risk is acceptable and no further action will be needed if control measures are maintained.</p> | | | | | | | | | | |
| Score | Likelihood | Description | Score | Impact | Description | | | | | |
| 5 | Very likely / Almost certain | <ul style="list-style-type: none"> Event is expected to occur in most circumstances | 5 | Major Serious | <ul style="list-style-type: none"> external intervention, total service disruption | | | | | |
| 4 | Likely | <ul style="list-style-type: none"> Event will probably occur in most circumstances | 4 | Significant | <ul style="list-style-type: none"> extensive complaints, adverse auditors, significant service disruption | | | | | |
| 3 | Fairly likely / Possible | <ul style="list-style-type: none"> Event could occur at some time | 3 | Minor | <ul style="list-style-type: none"> service user complaints, service disruption | | | | | |
| 2 | Unlikely | <ul style="list-style-type: none"> Event is not likely to occur in normal circumstances | 2 | Insignificant | <ul style="list-style-type: none"> isolated complaints / minor service disruption | | | | | |
| 1 | Very unlikely | <ul style="list-style-type: none"> Event may occur only in exceptional circumstances | 1 | | <ul style="list-style-type: none"> no service disruption | | | | | |
| Activity | What Hazards Have Been Identified? | Control Measures Already in Place | Risk Level Low Medium High | Further Control Measures Needed | <table border="1"> <tr> <td colspan="2">Action</td> <td rowspan="2">Action Closed</td> </tr> <tr> <td>Who</td> <td>When</td> </tr> </table> | Action | | Action Closed | Who | When |
| Action | | Action Closed | | | | | | | | |
| Who | When | | | | | | | | | |
| Asset Management | Loss of assets | Adequate and appropriate insurance cover is held and reviewed annually. Building alarms fitted if appropriate | (1x 5) - L | | | | | | | |

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| | | Asset Register maintained and reviewed annually Users are made aware of their responsibility when the regalia is in their care. Civic Regalia regularly maintained and updated. | | | | | |
| | Risk to third party, as consequence of providing a service | Appropriate Insurance in place. Regular inspection schedule of council's assets in place. Service Level Agreement in place with Worknest to provide Health and Safety advice and support. | (2x 3) 6 L | | | | |
| Financial Management | Loss of money through misappropriation through theft or dishonesty | Cash banked same day as received if possible. All cash received to be locked in office safe before it can be banked. Receipts issued for income. Cash handling policy to be adhered to (adopted Dec 2016). Appropriate level of Fidelity Guarantee insurance held. Corporate Multipay card guidelines adopted | (1 x 5) -5 L | | | | |
| | Failure to keep proper financial records | RFO Appointed. Standing Orders and Financial Regulations reviewed annually. Regular checks of bank statements against reconciliations undertaken by Mayor. Regular checks of income received and appropriately receipted included in monthly inspections Audit Plan agreed annually. Internal auditor reviews accounts and systems twice yearly. | (1 x 5) -5 L | | | | |

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| | <p>Failure to maintain an effective payments system</p> | <p>All payments to be supported by invoice. All detail and payment to be entered RBS cashbook. All payments to be approved by council and recorded in the minutes. All invoices scanned and sent to signatories councillors along with screenshot of authorisation page from Banking website prior to approval. Once approved all payments to be authorized by two members on the unity bank site. Authorising Councillors responsible for the scrutiny of the unity payments sheet against invoices prior to authorisation. All expenditure to be subject to sound budgetary control. Councillors with authority to authorise payments via internet banking system are responsible for keeping passwords safe and having appropriate firewalls, anti virus, anti spyware software on computers/phones in line with s6.14 of financial regulations. New supplier payments made through internet banking – bank account details on invoice must be checked and signed by RFO to validate accuracy of the account details loaded on the system.</p> | (1X5) - 5 L | | | | |
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| | Failure to mitigate against supplier (procurement) fraud including the adequacy of supplier onboarding controls | <p>Internal quarterly checks carried out by the Mayor include number of checks of suppliers matching internet banking details with invoices</p> <p>When a new supplier is set up for an online payment the supplier is telephoned to check that the account details on the invoice are correct to mitigate phishing risk/fraud</p> | (3x3) 9 L | | | | |
| | Incurring Expenditure without proper legal authority | <p>Town Council meets criteria to use General Power of Competence (2021). Record in minutes under which expenditure power is being used if expenditure is unusual. Councillors and Clerk undertake regular training.</p> | (1X5) - 5 L | General Power of competence to be renewed on 15.5.25 | | | |
| | Poor Financial Management | <p>Maintain and review Standing Orders and Financial Regulations annually.</p> <p>Maintain and effective budget control/ financial reporting system monthly budget report considered at each meeting. More detailed quarterly budget report is considered by Finance Committee.</p> <p>Maintain an effective internal audit last held February 2025.</p> <p>Reserves Policy adopted and reviewed annually.</p> <p>Investment Strategy reviewed annually.</p> <p>Disaster Recovery and Business Continuity Policy in place to manage disaster recovery and business continuity risks reviewed annually.</p> <p>Monthly reconciliation of all bank accounts against cashbook carried out.</p> | (1X4) - 4 L | Financial Regulations to be updated June 2025 to consider internal auditors comment | | | |

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| | Failure to Comply with Customs and Excise regulations | Ensure VAT is properly administered VAT claims and payments calculated by Clerk. Clerk attends training courses and seeks help from helpline when necessary. VAT claims are submitted promptly on a quarterly basis. VAT Claims reconciled to cashbook. | (1x3) 3 L | Mayor to check VAT claims | | | |
| | Failure to Comply with Inland Revenue requirements | Returns prepared by Shropshire Council who has contract to prepare returns on Town Council's behalf – reviewed annually. | (1x4) 4 L | | | | |
| | Failure to comply with borrowing restrictions | Finance Committee undertakes due diligence to consider risks on any request to apply for a PWLB. | (1x5) 5 L | | | | |
| | Failure to set a proper Budget and monitor throughout the year | Budgetary responsibility determined in Committee Terms of References and delegated authority procedures - reviewed annually. Final Budget agreed by Town Council every January. Budget monitored by Town Council throughout the year. Quarterly budget reports emailed to Finance and Corporate Governance committee as close to end of budget quarter as possible. | (1x5) 5 L | | | | |
| | Failure to set a precept within sound budgeting arrangements | Agreement of precept requirement follows agreed timetable. Precept is set as a result of a full report detailing requirements for forthcoming year for all income and expenditure. Precept request countersigned by Mayor & Clerk. | (1x5) 5 L | | | | |

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| | | Review of adequacy of all balances and reserves takes place as part of the quarterly budget monitoring process. Clerk & Mayor check precept received. | | | | | |
| Employment of Staff | Failure to comply with Pension Regulator | All eligible staff in Local Government Pension Scheme. Redecclaration of compliance took place 2025, declaration of compliance completed. Discretionary Pensions policy updated 2024 | (1X4) 4 L | Annual update required by Staffing Committee | | | |
| | Failure to Comply with employment law | All members of staff issued with contracts of employment. Insurance in place. Council a member of Shropshire Association of Local Councils. Training budget sufficient to fund training requirements identified. Awareness of new legislation. Regular review of contracts of employment. Town Council has a 5 year contract with Worknest to provide HR Support and Advice starting April 2025 Annual appraisals held. | 1X5) 5 L | | | | |
| | Attacks on Personnel | Staff to adhere to lone working protocols reviewed 2023 Appropriate insurance cover held. | (1X5) 5 L | | | | |
| | Lack of training | Use of staff appraisals to identify training needs. Council subscribes to Worknest training package and course to be completed throughout the year are identified. Training records maintained. | (1X4) 4 L | | | | |
| | Loss of key staff | Business Continuity policy in place and updated annually. | (1X4) 4 L | | | | |

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| | | List of passwords held in safe. | | | | | |
| Decision Making | Risk of Town Council acting outside of legal powers | Clerk fully trained (and attends regular training sessions). Clerk clarifies legal position on any new proposal. Legal advice sought from SALC when necessary. | (1X5) 5 L | | | | |
| | Lack of proper and timely reporting via the minutes | Council meets once a month (except August) and receives and approves minutes of all meetings held in interim. Minutes made available to press and public at the Clerk's Office and on website in line with transparency act. Protocol adopted for holding virtual meetings should the need arise. | (1X2) 2 L | | | | |
| | Proper document control | Deeds and leases held by solicitor. List of all deeds held requested Sept 2019. | (1X3) 3 L | Outstanding | | | |
| | Registers of interests and gifts and hospitality in place | Registers completed. Declaration of interests on every agenda and Councillors expected to declare interests at start of every meeting. Training undertaken 23.9.21. Notification of need to update registers carried out annually. | (1X2) 2 L | Training of new Council to be undertaken in 2025 | | | |

Approved at meeting held