

**RISK ASSESSMENT FORM WEM TOWN COUNCIL**

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

Risk Assessment Reference Number: WTCRA15		Date of Assessment: Oct 2021		Date of Review: Oct 22			
Task/Work Activity/Work Area Assessed: Financial, Asset, Employee Management							
People Involved in Making This Assessment: <b>Town Clerk</b>			Signature:				
<p>Risk Rating scoring system: Level of Risk = Likelihood x Consequence/Severity</p> <p>20 or 25 <b>High.</b> Unacceptable – Stop or activity until immediate improvements can be made.</p> <p>10 to 16 <b>Medium.</b> Tolerable - needs improvement within a reasonable timescale, e.g. 1 to 3 months depending on the situation.</p> <p>5 to 9 <b>Low.</b> Adequate but look to improve by next review</p> <p>1 to 4 <b>Very Low.</b> Residual risk is acceptable and no further action will be needed if control measures are maintained.</p>							
<b>Score</b>	<b>Likelihood</b>	<b>Description</b>	<b>Score</b>	<b>Impact</b>	<b>Description</b>		
5	Very likely / Almost certain	Event is expected to occur in most circumstances	5	Major	external intervention, total service disruption		
4	Likely	Event will probably occur in most circumstances	4	Serious	extensive complaints, adverse auditors, significant service disruption		
3	Fairly likely / Possible	Event could occur at some time	3	Significant	service user complaints, service disruption		
2	Unlikely	Event is not likely to occur in normal circumstances	2	Minor	isolated complaints / minor service disruption		
1	Very unlikely	Event may occur only in exceptional circumstances	1	Insignificant	no service disruption		
Activity	What Hazards Have Been Identified?	Control Measures Already in Place	Risk Level Low Medium High	Further Control Measures Needed	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 Asset Register maintained and reviewed annually Users are made aware of their responsibility when the regalia is in their care.	(1x 5) - L		POH		

		Civic Regalia regularly maintained and updated (last update 2022).					
	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 Shropshire Council 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 to be considered	(1 x 5) -5 L				
	Failure to keep proper financial records	Clerk nominated RFO. Standing Orders and Financial Regulations reviewed annually (last update May 2021). Regular checks of bank statements against reconciliations undertaken by Mayor. Audit Plan agreed annually. Internal auditor reviews accounts and systems twice yearly.	(1 x 5) -5 L				

	Failure to maintain an effective payments system	<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 payments to be authorized by two members Signatories to sign invoices to confirm they have checked payments against the cheques / unity payments sheet. 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.</p> <p>New supplier payments made through internet banking – bank account details on invoice must be checked and signed by councillor authorising payment to validate accuracy of the account details loaded on the system.</p> <p>All invoices scanned and sent to signatories councillors along with screenshot of authorisation page from Banking website prior to approval.</p>	(1X5) - 5 L				
	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	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.	(1X5) - 5 L				
	Poor Financial Management	Maintain and review Standing Orders and Financial Regulations annually. 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. Maintain an effective internal audit last held February 2021. Reserves Policy adopted and reviewed annually (Oct 2021). Investment Strategy reviewed annually. Disaster Recovery and Business Continuity Policy in place to manage disaster recovery and business continuity risks reviewed annually. Monthly reconciliation of all bank accounts against cashbook carried out.	(1X4) - 4 L				
	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. 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 and Corporate Governance 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. Review of adequacy of all balances and reserves takes place as part of the quarterly budget monitoring process. Clerk & Mayor check precept received.	(1x5) 5 L				
Employment of Staff	Failure to comply with Pension Regulator	All eligible staff in Local Government Pension Scheme. Staging date for Pensions August 2016 redeclaration of compliance took place 2019, declaration of compliance completed.	(1x4) 4 L				
	Failure to Comply with employment law	All members of staff issued with contracts of employment. Insurance in place.	1x5) 5 L				

		<p>Council a member of Shropshire Association of Local Councils.</p> <p>Training budget sufficient to fund training requirements identified.</p> <p>Awareness of new legislation.</p> <p>Regular review of contracts of employment.</p> <p>All members of staff issued with staff handbook and staffing policies reviewed May 2020.</p> <p>Annual appraisals held.</p>					
	Attacks on Personnel	<p>Staff to adhere to lone working protocols adopted 2022</p> <p>Appropriate insurance cover held.</p>	(1X5) 5 L				
	Lack of training	<p>Use of staff appraisals to identify training needs.</p> <p>Training records maintained.</p>	(1X4) 4 L				
	Loss of key staff	<p>Business Continuity policy in place and updated annually.</p> <p>List of passwords held in safe.</p>	(1X4) 4 L				
Decision Making	Risk of Town Council acting outside of legal powers	<p>Clerk fully trained (and attends regular training sessions).</p> <p>Clerk clarifies legal position on any new proposal. Legal advice sought when necessary.</p>	(1X5) 5 L				
	Lack of proper and timely reporting via the minutes	<p>Council meets once a month (except August) and receives and approves minutes of all meetings held in interim.</p> <p>Minutes made available to press and public at the Clerk's Office and on website in line with transparency act.</p> <p>Protocol adopted for holding virtual meetings should the need arise.</p>	(1X2) 2 L				

11.10.22

Agenda item 9 Risk Assessment

	Proper document control	Deeds and leases held by solicitor. List of all deeds held requested Sept 2019.	(1X3) 3 L				
	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				
Risk Assessment Review Oct 2022			Name				Date
Comments: Next Date for Review annual							
I have read the above risk assessment and I am aware of the hazards stated and understand the control measures to be used.							
Print Name:			Signature:				Date