

APPENDIX 2

**SPROWSTON TOWN COUNCIL
STRATEGIC RISKS**

Risk	Impact	Likelihood	Actions to Minimise Risks Internal Control
Disaster impacting on the town	High	Low	<ul style="list-style-type: none"> ➤ Accept instructions from Category 1 responders, ie Emergency Services and Broadland District Council ➤ Actively listen for and monitor any communications. ➤ Emergency contact list and list of resources maintained by Council ➤ Key individuals made available ➤ STC buildings available for use as control/rest centres ➤ Councillors to determine appropriate action, if required.
Town Council Offices unusable	Medium	Low	<ul style="list-style-type: none"> ➤ No life-critical services provided ➤ Emergency Council meeting to determine priorities ➤ Short term measured recovery in an alternative location ➤ Medium/long term plan to return to Council Offices ➤ Adequate insurance
Sudden loss of staff	Medium	Low	<ul style="list-style-type: none"> ➤ Tasks shared to reduce impact ➤ Succession plans discussed ➤ Use of agencies/recruitment ➤ Internal training between colleagues
Loss of financial assets of the Town Council, e.g. sudden large expenditure required or excessive under-budgeting	Medium	Low	<ul style="list-style-type: none"> ➤ Council has established adequate reserves ➤ Council has established Treasury Policy and Working Group ➤ Monitoring of all budget variances are undertaken ➤ Insurance in place to cover major risks
Fraud	Medium	Low	<ul style="list-style-type: none"> ➤ Procedures and systems in place to prevent/detect including authorisation, internal audit and external audit ➤ Task sharing ➤ Informal and formal monitoring spot checks ➤ Insurance in place to cover any resulting financial losses

Damage to third party property or individuals as a consequence of the Council providing services or amenities to the public (public liability)	Medium	Medium	<ul style="list-style-type: none"> ➤ Regular health and safety risk assessments ➤ Regular safety checks ➤ Adequate insurance ➤ Training
Damage to third party property or individuals as a consequence of the Council putting on a Community Event	Medium	Medium	<ul style="list-style-type: none"> ➤ Health and Safety risk assessments carried out for each event ➤ Event manual produced covering all aspects of the event including an emergency plan ➤ Adequate insurance cover – public liability is £10m ➤ Checklists and briefings with staff and volunteers before and after the event
Contractors not supplying agreed services	Medium	Low	<ul style="list-style-type: none"> ➤ All contracts are controlled by defined contracts or service level agreements ➤ Contracts/agreements monitored as required by relevant officers (and Committees) and relevant corrective actions taken
Damage to physical assets owned by the Council – buildings, furniture, equipment etc.	Medium	Medium	<ul style="list-style-type: none"> ➤ An up to date register of assets ➤ Physical verification of assets held on register ➤ Regular safety checks on physical assets (see Health & Safety) ➤ Regular maintenance arrangements for physical assets (work schedules) ➤ Insurance regularly reviewed ➤ Disaster recovery procedure being reviewed

RISK ASSESSMENT – Council meetings, Committees, Sub-Committees and Working Parties

Main objective: To provide an efficient and effective service at meetings and ensure that all decisions taken are legal

Identified Risks: Council's activities are within legal powers; Members act within legal powers

Risk	Impact	Likelihood	Actions to Minimise Risks Internal Control
Business activities within legal powers applicable to local councils	Medium	Low	<ul style="list-style-type: none"> ➤ Standing Orders and Financial Regulations ➤ Terms of Reference for each Committee, Sub-Committee and Working Party ➤ Expenditure agreed under specific cost centres, in which legal powers are applicable to local councils ➤ Reports to Committees highlighting legal constraints ➤ Training ➤ Keeping abreast of current legislation
Record of meetings	Medium	Low	<ul style="list-style-type: none"> ➤ Minutes properly numbered and paginated, with a master copy kept. Separate Minute books for each Committee (for ease of reference) ➤ Minutes signed at the following meeting by Chairman ➤ Electronic copies kept and backed up
Electors wishing to exercise their rights of inspection	Medium	Low	<ul style="list-style-type: none"> ➤ Freedom of Information Act – list of documents available for inspection. Town Council adopted publication scheme on 15 October 2008 and reviewed 2012
Register of Members' interests, gifts and hospitality	Medium	Low	<ul style="list-style-type: none"> ➤ Procedures in place for recording and monitoring members' interests and gifts and hospitality received ➤ Following elections in 2015, all Town Councillors completed declarations of interest forms are submitted to Monitoring Officer ➤ Following Localism Act 2011 declaration of interest forms need to be completed. Code of Conduct was adopted by the Council in 2012.
Irresponsible behaviour; defamation etc. by Members	Medium	Low	<ul style="list-style-type: none"> ➤ Following Localism Act 2001, a new Code of Conduct was adopted June 2012.

Grants to local community bodies			➤ Procedures in place for dealing with and monitoring grants made
Proper document control			➤ Procedures in place for document receipt, circulation, response, handling and filing

RISK ASSESSMENT – Management and Administration

Main objectives:

- To ensure that the Town Council’s functions and services are managed effectively, legally and effectively
- To ensure that the Staff carrying out duties do so efficiently and safely

Identified Risks: Mismanagement of funds, theft, etc; Council’s activities not within legal powers; property and equipment not maintained to safe standards; safety of equipment; unsafe custody of legal documents; improper use of Town Council’s property and equipment.

Risk	Impact	Likelihood	Actions to Minimise Risks Internal Control
Financial records in accordance with statutory requirements	Medium	Low	<ul style="list-style-type: none"> ➤ System controls within the accounting package ➤ Segregation of duties ➤ Regular scrutiny of financial records ➤ Proper arrangements for approval of expenditure ➤ Checks by Internal Auditor
Management/Administration of Financial matters: Accounts, payroll, invoicing, monitoring	Medium	Low	➤ Documented procedures in place, monitoring schedule, internal audit and external audit
Customs and Excise Regulations	Medium	Low	<ul style="list-style-type: none"> ➤ Regular returns of VAT ➤ Keeping abreast of current legislation ➤ Internal and External Audit
Management/Administration of Services provided: Allotments, burials, community buildings, general enquiries/complaints	Medium	Low	<ul style="list-style-type: none"> ➤ Documented procedures in place, complaints log, monitoring ➤ Keeping abreast of current legislation
Personnel Management	Medium	Low	<ul style="list-style-type: none"> ➤ Job Descriptions ➤ Contracts ➤ Equal opportunities (see Equal Opportunities Policy) ➤ Health and Safety (see Health and Safety Policy)

			<ul style="list-style-type: none"> ➤ Appraisals, supervision and staff meetings ➤ Disciplinary Procedures ➤ Grievance Procedures ➤ Training (see Training Policy Statement) ➤ Work Schedules ➤ Review of policies and new policies
Employment Law and Inland Revenue Regulations	Medium	Low	<ul style="list-style-type: none"> ➤ Contracts of employment for all staff, systems of updating records of changes in relevant legislation ➤ Ensuring HMRC are notified of all pertinent payroll details
<p>Insurance:</p> <ul style="list-style-type: none"> ➤ The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party ➤ Loss of cash through theft or dishonesty (fidelity guarantee) ➤ Legal liability as a consequence of asset ownership (public liability) 	Medium	Low	<ul style="list-style-type: none"> ➤ Annual review of risk and adequacy of insurance cover
Document control	Medium	Low	<ul style="list-style-type: none"> ➤ Documented procedures for document receipt, circulation, response, handling and filing ➤ Deeds of property, Minutes, Bank Statements and other financial papers which require secure keeping are kept in a fireproof safe.
Computers – proper use of computers, internet etc.	Low	Low	<ul style="list-style-type: none"> ➤ ICT policy to be adopted ➤ All staff sign that they will abide by ICT policy document ➤ Social media policy to be adopted
Environment legislation	Low	Low	<ul style="list-style-type: none"> ➤ Keeping abreast of legislation ➤ Environmental Policy adopted by the Council in 2015 ➤ Energy audit carried out in 2015 ➤ Work commenced in meeting identified savings etc. ➤ Measures taken to reduce waste, eg water reduction taps fitted, reactive lighting to be explored etc.
Security of Buildings and equipment	Medium	Low	<ul style="list-style-type: none"> ➤ Documented procedure on building and equipment ➤ Most STC buildings are alarmed ➤ Close monitoring of key allocation

RISK ASSESSMENT – Support

Main objectives:

- To provide an efficient and customer friendly service to members of the public
- To ensure administrative systems are running efficiently and correctly
- To ensure financial systems are running efficiently and correctly

Identified Risks: Inefficient administrative and financial systems

Risk	Impact	Likelihood	Actions to Minimise Risks Internal Control
Records of Town Council Services e.g. allotments, burials, etc.	Medium	Low	<ul style="list-style-type: none"> ➤ Documented procedures in place to ensure accuracy ➤ Shared information amongst staff and staff training on record keeping
Data input in respect of financial systems	Medium	Low	<ul style="list-style-type: none"> ➤ Documented procedures in place ➤ Software contains system controls to aid accuracy of information
Database maintenance	Low	Low	<ul style="list-style-type: none"> ➤ Documented procedures in place ➤ Software contains system controls to aid accuracy of information
Customer service	Low	Low	<ul style="list-style-type: none"> ➤ Training ➤ Knowledge of information about services available to residents is shared ➤ Local newspapers read to obtain information which may be of use to residents ➤ Local Government journals read to keep abreast of changes in legislation etc. shared information with Norfolk ALC and SLCC
Support work in respect of events, projects and Council and Committee meetings	Low	Low	<ul style="list-style-type: none"> ➤ Shared information, via staff meetings
Public Relations/Promoting the Town Council	Low	Low	<ul style="list-style-type: none"> ➤ Regular press releases with quotes to try to ensure accuracy of reporting ➤ Town Council web-site monitored ➤ Town Council's Social Media monitored in line with policy statement

