

WOTTON-UNDER-EDGE TOWN COUNCIL: RISK ASSESSMENT March 2015

This document is requested by the external auditor and draws together various risk assessments and strategies which have already been put into place over the last few years. This is an on-going working document which is updated & reviewed annually. Review due Spring 2016

Rating used - Very Low/Low/Medium/High/Very High

Area	Risk	Likelihood	Impact	Mitigation strategy in place	Mitigation action required
Assets	Theft of physical assets	M	H	Yearly Asset register in place Daily checks by cleaning staff, caretaker & buildings maintenance manager. CCTV & alarm systems. Other staff & Cllrs also randomly monitor.	Continue to maintain close level of supervision
	Burglary and damage to buildings etc	M	H	Civic centre alarm system in place & caretaker visits daily. Fully staffed weekdays. Use some weekends. CCTV cameras around the town. Town Hall alarmed & locked with monitoring of keys. Buildings Manager does daily inspections.	CCTV camera upgrades just taken place & 3 more awaited as part of that project. Minor repairs carried out to buildings when necessary
	Weather damage to buildings// Fire Risk/ Hazards etc	L	H	All buildings kept in good order with daily checks. Yearly risk assessments done by buildings maintenance manager who is also on call fire station manager	Regular upgrades & refurbishment taken place over last few years – funds being put aside for future repairs/renewals
Finance	Banking improprieties	L	M	Review of bankers once a year & Minuted 3 signatures needed on cheques. Changed main bank 2 yrs ago for better service Just introduced internet banking system for WTC	Continue to monitor internet banking - no problems so far & saving costs
	Consequential loss of income	L	M	Town Hall & Civic Centre bookings all diarised & all staff understand process	Consider Town Hall boiler replacement as lost income during Jan/Feb with breakdown
	Loss of cash through theft or dishonesty	L	L	Petty cash float kept at level of approx. £50.	Procedure improved recently following Councillor internal audit
	Inadequate financial controls and records	L	M	Internal quarterly audit checks by Cllrs. Yearly internal auditor check performed independently in May. Monthly bank reconciliations completed by Clerk.	Introduced new Quarterly Councillor audit checks early 2014. New Town Clerk (Nov 2013) introduced new processes/ procedures policies & new computer system for more accurate record keeping
	Failure to comply with Customs and Excise Regulations	L	L	Vat claims done half yearly. Monitor news & training updates for changes in legislation.	

	Unsound budgeting to underlie annual Precept	L	L	Council budget meetings held in Nov/Dec & Jan with detailed budgetary analysis.	Continue to monitor monthly budget sheets at Council meetings
	Failure to comply with borrowing restrictions	L	L	PWBL loan levels very low – assessed by internal auditor at end of FY	
Liability	Risks to third party, property or individuals	M	L	Public liability insurance held. Risk assessments daily for play area & burial grounds. Trial soon to lock play area overnight due to anti-social behaviour on Police advice	Monitor new trial play area locking system with the volunteer roster
	Legal liability as consequence of asset ownership (especially burial ground, playgrounds, etc)	H	L	Insurance held. Frequent risk assessments undertaken with training of staff when necessary. Repairs undertaken immediately if risk to public. Budget amount for legal services if required.	
Employer Liability	Failure to comply with Employment Law	L	L	Council member of GAPTC & Clerk & Deputy members of SLCC for advice	
	Failure to comply with Inland Revenue requirements	L	L	Deputy submits all necessary docs to HMRC. Also checked by internal auditor at end of FY	
	Failure to ensure Safety of Staff and visitors	M	M	Buildings Manager carries out daily inspections & frequent building risk assessments and cleaners/caretakers note anything dangerous immediately.	
Legal Liability	Failure to ensure activities are within legal powers	L	L	Clerk keeps Council abreast of legal advice	Clerk to continue to attend training for legislative updates & continue subscriptions
	Inadequate reporting via the Minutes	L	L	Minutes approved at subsequent Council meetings and on website within 5 weeks of the original meeting	
	Inadequate document control	L	M	Valuable docs held in safe in firesafe room. New computer system allows better doc storage, retrieval, backup & analysis	
Councillors propriety	Incomplete Registers of Interests and gifts and hospitality	L	M	All Cllr Register of Interests on website. Many new policies & procedures adopted.	New Cllrs strongly encouraged to attend training