

**RYDE TOWN COUNCIL
RISK ASSESSMENT SCHEDULE**

Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

Audit Commission – Worth the Risk: Improving Risk Management in Local Government (2001:5)

This document has been produced to enable the Town Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focuses approach to managing risk, which:

- Identifies the subject
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Reviews, assesses and revises procedures if required.

MANAGEMENT

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business Continuity	See separate document			
Meeting location	Adequacy Health and Safety	M	Office accommodation leased at 10 Lind Street, Ryde. Outside venues still used for Full Council meetings. With regard to health & safety, all the premises and facilities are considered to be adequate for the Clerks, Councillors and public.	Review of staff accommodation at 10 Lind Street and 147 High Street ongoing. Existing Health & Safety procedure adequate. Existing Fire Risk Assessment procedure adequate.
Council Records	Loss through theft, fire, damage	L	Papers, both current and archived are held at 10 Lind Street. All correspondence stored at office premises for safekeeping Computer back up completed daily and removed from the premises overnight Website backup undertaken by PC Consultants (External)	Damage or theft is unlikely and so provision is considered adequate.
Council Post	Unable to obtain due to unavailability or illness of staff if post is addressed to the homes staff	M	For all correspondence to be addressed to the Council offices at 10 Lind Street	Ensure any correspondence not currently going to the Council Offices to be redirected to 10 Lind St.

Council Records electronic	Loss through damage, fire, corruption of computer	L	The Town Council's electronic records are stored and continually backed up on the computer network. The RFO updates his records to memory stick on a weekly basis.	Existing position considered adequate but subject to ongoing review.
Maintenance of Buildings	Deterioration of neglected assets.		All assets and maintenance schedules are reviewed and updated at least annually	
FINANCE				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept and budgetary control	Adequacy of precept. Overspent budgets would reduce reserve. Financial information provided by IWC may not be reliable.	L	Sound budgeting to support precept. Budget prepared by Clerks & RFO for consideration of Finance Committee. Finance Committee receives Budget Monitor and Bank Reconciliation quarterly. For the coming year budget updates, information and detailed budgets are prepared in the late autumn. Budget presented to January Finance Committee The precept is an agenda item at the February meeting of Full Council. Budgets for new services are based on information provided by IWC.	Existing procedure adequate. Budgets for all services to be reviewed on an ongoing basis from the commencement of service provision.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement. The Council is taking over new services from the IWC and adequate insurance requirements need to be identified and put in place.	Existing procedure adequate. Review provision and compliance annually. New Services to be reviewed to ensure appropriate insurance is in place.
Banking	Inadequate checks	L		Existing procedures adequate Review Financial Regulations as necessary
Petty Cash	Loss through theft or dishonesty	L	The Council has a £200 petty cash float. Cash withdrawels are made and recorded by the RFO.	All transactions are recorded by the Clerks/Office Manager and receipts obtained..
Financial	Inadequate checks	L	Quarterley bank reconciliation and	Existing procedures

controls and records			Budget monitor prepared by RFO and reported to Finance Committee. Internal and external audit take place on an Annual basis. Internal Audit Plan approved by Finance Committee on an annual basis.	adequate Back up is required for Online payments in the absence of the RFO. Payment process to be securely documented
Contract procurement	Non compliance with relevant legislation		Specialist advice given to Finance Committee, RFO and Clerks.	Advice obtained on all contract renewals.
Freedom of Information Act	Policy Provision	M	The Clerks are aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take over 15 hours. However the request can be resubmitted, broken down into sections, thus negating the payment of a fee	Monitor and report any impacts made under Freedom of Information Act
Clerk	Loss of clerk	L	The Council has two Clerks who cover for each others absence The RFO and Admin staff are also available to support the Clerks.	Existing staffing could cover the temporary loss of a Clerk
	Fraud	L	The requirements of Fidelity Guarantee insurance must be adhered to	Legal requirement.
	Actions undertaken	L	Clerk should be provided with relevant training, reference books, access to assistance and legal advice	Membership of SLCC maintained.
	Salary paid incorrectly	L	Payroll is produced by Harrison Black, Accountants. Payments are made monthly by the RFO via electronic banking. All HMRC statutory returns are made by Harrison Black.	RFO to oversee payroll arrangements.
Election Costs	Risk of election cost	M	To make annual payments into a reserve to provide for meeting the cost of future elections.	Provision of £3,000 made in 2018-19 budget.
VAT Accounting	Re-claiming/charging	L	The Council has financial regulations which set out the requirements.	Existing procedures adequate and responsibility of RFO
Annual return	Not submitted within time limits	L	The Annual Return is completed and signed by the Mayor, Submitted to the Internal Auditor for completion and signing, then checked and sent on to the External Auditor within time limit	Existing procedures adequate To ensure feedback from Internal & External Auditors are actioned

ASSETS – see separate Asset Register

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LIABILITY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise

Legal Powers	Illegal activity or payments	L L	All activity and payments made within the powers of the Parish Council to be resolved and clearly minuted.	Existing procedures adequate
Minutes/ Agendas/ Statutory documents	Accuracy and legality Non compliance with statutory requirements	L L	Minutes and agendas are produced in the prescribed method and adhere to legal requirements Minutes are approved and signed (each page to be initialled) at next meeting Minutes and agendas are displayed according to legal requirements Business conducted at Council meetings should be managed by the Mayor.	Existing procedures adequate Undertake adequate training Members to adhere to Code of Conduct
Public Liability	Risk to third party, property or individuals	M	Insurance is in place. Risk assessment of any further individual event undertaken	Existing procedures adequate
Employer Liability	Non compliance with employment law	L	Undertake adequate training	Existing procedures adequate
Legal Liability	Legality of activities Proper and timely reporting via Minutes Proper document control	M L L	Clerk to clarify legal position on proposals and to seek advice if necessary Council always receives and approves minutes at monthly meetings Retention of document process in place.	Existing procedures adequate Existing procedures adequate Existing procedure adequate.
COUNCILLORS PROPRIETY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Members Interests	Conflict of interest Register of Members Interests	M L	Councillors have a duty to declare any interest at the start of the meeting Register of Members Interests form to be reviewed at least on an annual basis	Existing procedures adequate Members to take responsibility to update their register

Signed

Finance Committee Chairman

