

**CARNFORTH TOWN COUNCIL**

**RISK ASSESSMENT AND LOG**

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Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R1.	Personal injury / damage to members of the public or their property arising from defects on the council's property	Property comprises of fixed installations (i.e. seats and benches). Undertake regular maintenance checks and carry out prompt repairs as required.	Medium	Outdoor Maintenance Operative and Civic Hall Manager maintain equipment / assets owned by the council. Insurance includes employee liability cover for staff. Periodically review insurance cover and timely renewal to avoid compensation claims	Council / Staff
R2.	Compensation claim by employee or contractor in respect of injury sustained in the cause of his / her employment / engagement	The nature of the Town Clerks work means that there is a low risk of injury. There is a medium risk of injury from work carried out by the Outdoor Maintenance Operative and Civic Hall Manager	Medium	Insurance includes employee liability cover for staff. Annually review insurance cover to mitigate compensation claims and associated costs	Council
R3.	Loss of cheques / cash held on behalf of council	A small amount of income is received by cash / cheque. Any losses are covered by insurance. Income is banked promptly and precept / VAT reimbursements are directly paid into the bank account	Low	Annually check adequacy of insurance cover	Council / Clerk & Proper Officer
R4.	Financial loss due to banking error	Every month, bank statements are scrutinised and reconciled by the Town Clerk and accounts transactions / bank reconciliations reported to Finance & Governance Committee. Banking arrangements were reviewed in April / May 2018 and accounts are annually checked by internal / external auditors	Low	Annually review banking arrangements to secure best possible terms and conditions	Council / Clerk & Proper Officer
R5.	Loss of monies due to fraudulent action by employee(s)	All BACS / cheque transactions are authorised by two councillors. All expenditure is approved by the Town Council and transactions subject to monthly scrutiny by Finance & Governance Committee. Internal and external auditors examine accounts annually. Audited accounts are open to public scrutiny annually.	Low	Check adequacy of insurance. Undertake a formal annual review of internal control arrangements as part of the AGAR	Council

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R6.	Damage to council property by third party	Some property is intended for public use and potentially at risk of damage by a third party. Maintain property in good condition and ensure adequate insurance cover	Medium	Regularly check property and adequacy of insurance cover	Council / Staff
R7.	Compensation claim resulting from (alleged) negligent act or accidental error or omission by the council or its employee(s)	Low risk given controls in place. Maintain adequate insurance cover and ensure Town Council decisions are based on full information including professional advice where necessary	Low	Check adequacy of insurance cover. Monitor and review governance arrangements.	Council / Clerk & Proper Officer
R8.	Actions against the council for libel or slander	Meetings are conducted in accordance with standing orders and financial regulations. These were last reviewed in 2015/16. FOI Publication Scheme approved in June 2018	Medium	Review Standing Orders and Financial Regulations and other policies during 2019/2020	Council / Clerk & Proper Officer
R9.	Failure to represent community interest adequately in relation to matters likely to impact significantly on the town	Community engagement is provided through social media, website (new in 2018/20019) and the Carnforth Express. Formal consultation arrangements include occasional public meetings and there will be wide consultation on the developing Neighbourhood Plan. Town council is consulted by principal authorities and agencies. Membership of NALC / LALC provides professional advice	Medium	Develop community engagement arrangements through online surveys, public meetings, posts on social media and website. Press and Media and Social Media policy adopted 2018/2019	Council / Clerk & Proper Officer
R10.	Order for precept not submitted or paid by local authority. Precept is inadequate to meet plans	Precept for the following year considered in January following a robust budgetary process. Receipt of precept checked by Town Clerk. Precept based on plans for the town in the coming year and forecasted difference between income and expenditure.	Low	Precept submitted before deadline each year. Amount of precept required based on plans for the coming year and the forecasted difference between income and expenditure. Budget process was reviewed and improved in 2018/2019 (see Internal Audit Report)	Council / Clerk & Proper Officer

Risk No.	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R11.	Financial records inadequately / incorrectly maintained	Town Clerk is a qualified accountant / audit professional and trained as a professional Clerk with many years' experience. Financial records are checked by internal and external auditors annually.	Low	A comprehensive cash- book or similar accounting record now established as the prime source of financial reporting, including bank reconciliations, budget monitoring, VAT returns, etc. Budget monitoring reports were improved in 2018/2019 providing clear information on any exceptions and areas requiring attention / remediation (see Internal Audit Report)	Council / Clerk & Proper Officer
R12.	VAT incorrect / not reimbursed / not properly accounted for	VAT returns submitted quarterly. VAT records checked by internal and external auditors	Low	VAT properly analysed in accounts maintained by Town Clerk and scrutinised by Finance & Governance committee and Town council	Council / Clerk & Proper Officer
R13.	Unidentified / inadequate general and / or earmarked reserves	Considered in budget setting / review of annual accounts	Medium	Amount of reserves required for the following year was considered as part of the budget process based on available funds and costed plans for the coming year. Reserves policy will be produced in 2019/2020	Council / Clerk & Proper Officer
R14.	Minutes are inaccurate / illegal	Minutes are approved by the Town Council and committees at every meeting. Town Clerk has undergone necessary training	Low	Support Clerk's professional development and Councillor's attending training where necessary	Council
R15.	The Town Council undertakes / makes a payment that is illegal / outside its powers	Town Clerk advises Members on the council's legal powers and duties and has undergone appropriate training to be able to advise the Town council	Low	Ensure Members are aware of, and kept up-to-date on, the legal powers of parish councils	Council / Clerk & Proper Officer
R16.	Employee(s) performance is inadequate / underdeveloped	Annual appraisal of Town Clerk's performance and development to be established. Town Clerk is a member of SLCC and is undergoing CiLCA training	Low	Maintain annual performance / development appraisal. Town Clerk to undertake training and continuous development as required. CiLCA to be completed in 2019/2020	Council / Clerk & Proper Officer
R17.	Loss of key staff through long term illness / early resignation etc.	Cover for Civic Hall Manager is in place. Alternative arrangements will be made to cover Outdoor Maintenance Operative. Clerk in good health but no cover for absences currently in place.	Low	Monitor risk and manage as necessary. Consider cover for Town Clerk if absent	Council

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R18.	Inadequate management of financial and other risks associated with the activities of the council	Risk assessment and register carried out and adopted on 2018/2019 following qualification of accounts	Low	Review/revise risk register and monitor actions throughout the year action has been taken to ensure that risks are identified and mitigated. Review significant risks annually	Council / Clerk & Proper Officer
R19.	Compliance with Transparency Code for Smaller Authorities (the Code)	New compliant website established	Low	New website now includes information required by the Code.	Council / Clerk & Proper Officer
R20.	Compliance with General Data Protection Regulations (GDPR)	Implications of GDPR brought to Members attention and privacy notice and data protection and information policy approved in early 2018	Low	Clerk appointed as the Data Protection Officer. GDPR came into effect on 25 <sup>th</sup> May 2018. Controls will be reviewed to ensure ongoing compliance and to mitigate the risk of any GDPR breaches.	Council / Clerk & Proper Officer
R21.	Compliance with Freedom of Information Act 2000	Requirements and implications of the Freedom of Information Act 2000 brought to Members attention and Publication Scheme approved in June 2018	Low	Review publication scheme and FOI requirements / expectations annually.	Council / Clerk & Proper Officer
R22.	Failure to comply with Accounts and Audit Regulations 2015 and Audit Commission Act 1998	Requirements of the acts brought to Members attention and accounts produced in accordance with them. Accounts audited annually.	Low	Internal Auditor concluded that the financial records met all the objectives of the Annual Governance & Accountability Return Part 3 and was in full compliance with relevant legislation. All 13 recommendations from the 2017/2018 Audit were implemented during 2018/2019.	Council / Clerk & Proper Officer
R23.	Failure to comply with the Representation of the Peoples Act 1983	Requirements of the act is brought to Members attention at all Council elections (City/Town and Parish and By-elections) to ensure compliance and monitor the service provision provided by the Returning Officer and Elections team	Low	Develop a checklist to ensure that all requirements of the Town Council are met. Include potential costs in budget setting process	Council / Clerk & Proper Officer

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<b>COVID19 Risk Assessment</b>					
R1.	Council Offices closed in lockdown	Closure of Council Offices	H	Postpone council and committee meetings Place notices on noticeboards, website and social media	Council
R2.	Civic Hall closed in lockdown	Closure of Council Offices	H	Notify all hirers; Place notices on noticeboards, website and social media	Council
R3.	Non - Attendance of Councillors, staff and the public		H	Identify potential risks to Councillors, staff and public; Consider alternative means of communication (videoconferencing); Consider whether there is a need to suspend Standing Orders	Council
R4.	Annual Town Meeting cannot be held	LGA 1972 sets requirement for Annual Town Meeting	H	Monitor guidance from NALC & MHLCG; Seek guidance from SLCC; If meeting cannot go ahead as directed by Government this would supersede other legislation	Council
R5.	Annual Town Council meeting cannot be held	LGA 1972 sets requirement for Annual Town Council Meeting in May	H	Monitor guidance from NALC & MHLCG; Seek guidance from SLCC; If meeting cannot go ahead as directed by Government this would supersede other legislation; Liaise with Mayor/Deputy Mayor/Cllrs as necessary	Council
R6.	Decisions (operational/strategic) cannot be made		H	Review Scheme of Delegation; Record actions and decisions made so that they can be subsequently reported and scrutinised	Council
R7.	Access to accounting software	Town Clerk has remote access to the accounting software	L		Clerk & Proper Officer
R8.	Payment of invoices		M	Identify alternative arrangements for the approval of payments (e.g. email/remote meetings)	Clerk & Proper Officer / Council
R9.	Inability to pay staff	Town Clerk has remote access to HMRC PAYE basics	L		Clerk & Proper Officer
R10.	Inability to meet statutory duties for the approval and sign off of end of year accounts and Annual Governance & Accountability Return (AGAR)		M	Town Clerk to carry out end of year process as planned, subject to guidance from NALC and MHLCG	Clerk & Proper Officer / Council

Risk no	Description of Risk	Controls in Place / Mitigation	Low / Medium / High Risk	Actions Taken / Planned	Responsibility
R11.	Staff safety and welfare		H	Town Clerk to work from home; Civic Hall Manager will carry out repairs and maintenance work; Outdoor Maintenance Officer to cease work until further notice	Council
R12.	Loss of key staff due to Covid19		H	Staff to adhere to Government/Public Health England advice/instructions	Council
R13.	Emergency Plan invoked in event of a major disaster (other than Covid19)		M	In the event of a major disaster (flood/storm) open Civic Hall whilst maintaining social distance	Council
R14.	Communication on local Covid19 information and operation of Town Council		H	Regular information to be provided on social media and website and in the Carnforth Express	Town Clerk
R15.	Inability to run planned events		H	Cancel events and/or plan for remote alternatives (e.g. VE Day at home)	Council
R16.	Inability to carry out Mayoral duties		H	All Mayoral engagements cancelled and/or find alternative arrangements	Mayor / Clerk & Proper Officer