



# **Risk Management Policy**

**Responsibility:** Full Council

**Review Cycle:** Annually, or earlier in the event of legislative changes

<b>Date of Adoption / Renewal</b>	<b>Resolution Number</b>
7 January 2014	7051
6 January 2015	
4 January 2016	
10 January 2017	
3 July 2018	8463
18 June 2019	8797
16 March 2021	9290
21 September 2021	9509
10 May 2022	9759

## **RISK MANAGEMENT POLICY**

### **1. Introduction**

- 1.1 Corporate Risk Management is defined as the threat that an event or action will adversely affect the Council's ability to achieve its objectives or to successfully execute its strategies.
- 1.2 The council recognises that it has a responsibility to take all reasonable and practical measures to safeguard its employees, the people it works with and provides services for; and to protect the natural and built environments for which it is responsible.
- 1.3 The council is aware that some risks cannot be eliminated fully and has in place a strategy that provides a structured, systematic and focused approach to managing risk.

### **2. Objectives**

- 2.1 The objectives of the risk management policy are to:
  - Integrate risk management into the culture of the council
  - Manage risk in accordance with best practice and legislative requirements
  - Minimise loss, disruption, injury and damages
  - Inform policy and operational decisions by identifying risks and their likely impact
  - Raise awareness of the need for risk management

### **3. Undertaking**

- 3.1 Council will undertake to follow the control measures identified in the risk register in the timeframes mentioned.

## Risk Register

### Crowborough Town Council Corporate Risk Register 2021

#### General and Financial Risk Assessment

Area	Risk	Level	Control Measures	Frequency months
<b>Assets</b>	Protection of physical assets detailed in the Councils Asset Register.	M	All assets over a value of £1000 are insured through Zurich Municipal. As new assets are purchased over £1000 in value they are added to the policy. Any new purchase over the value of £500 will be added to the Asset Register	Annual
		M	All leases and land registration details that are in the Council possession are with The Town Clerk.	Annual
<b>Assets</b>	Security of buildings, equipment etc.	M	Where possible buildings have alarm systems and one has CCTV installed. All offices routinely locked overnight. All assets in sites are securely locked away.	Daily
<b>Assets</b>	Maintenance of buildings etc.	M	Planned maintenance schedule is worked to, with a view to developing a five-year maintenance plan in due course.	Annual
		M	Planned programme of testing electrical and safety equipment in place. Reactive repair allocations included in revenue budget, a small pool of suitable contractors to carry out works is in place but is an area for growth	Monthly
		M	5 yearly fixed appliance and electrical system checks are carried out at all buildings we are responsible for	Annual

Area	Risk	Level	Control Measures	Frequency months
Finance	Cash – Loss through Theft	L	Receipts are issued for all cash received at the Town Hall. Cash is locked in the safe until the Finance Administrator is able to take it to the bank, which is as soon as practical. A small petty cash float is retained, balanced regularly by the Finance Administrator and checked by the Town Clerk/ RFO.	Monthly
Finance	Risk of consequential loss of income.	L	Insurance cover in place for insurable risks	Annual
		L	Aim for Bank account reserves to be 50% of the precept.	Annual
		M	Financial performance of all activity reviewed monthly to enable any issues to be speedily addressed	Monthly
		L	All electronic records backed-up on the cloud supported by two external providers	Weekly
		M	Committees consider in detail draft budgets. Finance and General Purpose Committee review all potential financial issues to ensure all relevant information is present at the Full Council where the annual budget and precept are determined.	Annual
		L	Finance Officer runs regular bank reconciliations and checks bank statements to ensure all payments are received.	Monthly
Finance	Management of Cash Flow	L	RFO should effectively manage cash flow and ensure that funds are readily available to cover three months' worth of expenses. F& GP Committee should regularly monitor the cash and investment situation	Bi-Annual / Annual
Finance	Banking - Lack of authorised signatories for payments. Possible Errors	L	Banking requirements are included in the council's financial regulations. All Council bank accounts are in place with Natwest and Lloyds. Bank reconciliations are completed at the end of each month to identify any errors and checked by the Chair of F&GP. All councillors can be signatories ensuring a sufficient number are always available.	Monthly

Area	Risk	Level	Control Measures	Frequency months
Finance	Financial controls and records.	L	Strict internal controls in place to separate functions. Two Councillors required to sign as approval	Daily
		L	Internal Audit to be carried out twice per annum, External Audit 12 monthly.	Bi-Annual
		L	Audit Reports to be presented to the next available Finance & General Purposes Committee meeting, all recommendations acted upon as soon as practical and reported back to F & GP Committee. Full Council will also be updated.	Bi-Annual
		L	Tenders secured for contracts when required in accordance with Financial regulations.	As req'd
		L	All financial records stored and saved in accordance with Councils document retention policy which outlines the requirements for the retention of paper and other records. Archive materials are stored off site at the ESCC records office.	Annual
		L	Financial Regulations to be reviewed annually	Annual
Finance	Comply with HMRC VAT Regulations.	M	VAT payments and reclaims to be calculated by the RFO.	Quarterly
		L	Advice notes from HMRC followed at all times, use external advice where necessary.	Annual
		L	Internal auditor reviews VAT on a regular basis.	Annual
		L	VAT reconciled monthly and claimed quarterly.	Quarterly

Area	Risk	Level	Control Measures	Frequency months
Finance	Sound budgeting to underlie annual precept. Adequacy of precept in order for the council to carry out its statutory duties.	M	RFO develops committee budgets based on previous performance and plans for the future ensuring that adequate budgets are in place and available resources to cover the running costs of the Council and maintaining Council Services. Presented to the relevant committee for consideration and recommendation to Council. A briefing meeting is held with all Councillors to assess Committee proposals and ensure that all potential contingencies are addressed in the final report and draft figures for the Full Council meeting which sets the precept.	Annual
		L	The precept is received in two parts evenly spread throughout the year to assist with cash flow.	Bi-Annual
	Lack of forward planning and budgetary controls	L	Expenditure against budget reported to relevant committee every meeting.	Meeting Schedule
		L	Thorough Budget preparation process. Income & Expenditure is reviewed by each Committee's chair, Town Clerk, RFO & relevant Officers. Forward Budgets prepared for 3 years.	Bi-Annual / Annual
Finance	Complying with borrowing restrictions.	L	All current loans are either paid automatically via Direct debit or by receipt of invoice bi-annually.	Bi-Annual
		L	Any new loans require full Council approval after presenting a full business case.	As req'd
Finance	Ensure outstanding debts are paid.	L	The council issues invoices for all amounts due and diarises to chase for payment. A list of all amounts outstanding over 30 days is reviewed by the Finance and General Purposes committee at each meeting. A bad debt policy is in place and will be reviewed every two years.	Monthly / Quarterly
Finance	Contracts to be awarded in accordance with procedures.	L	The council's financial regulations determine the process for awarding contracts, including financial limits for obtaining at least three quotes and for entering formal tendering exercises.	As req'd

Area	Risk	Level	Control Measures	Frequency months
Finance	Salaries – ensure payments are made in accordance with contracts and Government Legislation	L	Payroll services are outsourced by the Council. Each staff member is appointed on the NJC salary scales, and has an annual salary based on their contracted hours. Managers authorise overtime and/or additional payments prior to payroll being processed, and the summary sheet is checked by the Chair of the Personnel Committee. The outsourced company use specialist software for the calculation of tax and NI payments.	Monthly
Finance	Loss of key staff members. Fraud or theft by staff members. Health and safety risks.	L	All staff members receive annual appraisals with agreed objectives to support their development. The council's insurance includes a fidelity guarantee in respect of staff fraud or theft. Internal audit and financial regulations and procedures mitigate the opportunities for fraud to be undetected. The council has a health and safety at work policy to mitigate the potential threats to staff wellbeing.	Annually
Liability	Risk to third party, property, or individuals. Risk of being sued by a member of the public.	L	Insurance in place Zurich Municipal. The council's insurance includes public liability insurance to cover genuine claims where a member of the public may have been injured. There remains a risk of frivolous and/or spurious claims.	Annually
		M	Full health and safety programme of inspections of all property and land is in place. Qualified Health and Safety Officer undertakes inspections including a Fire Risk Assessment	Weekly
		M	Risk assessments of all the buildings individual events are routinely undertaken by a qualified officer. An external audit has been completed although many items have been identified and we are now dealing with these in order of priority	As req'd
		L	Legionella risk assessments have been completed for all of the buildings and will be reviewed annually. All buildings, with low usage have water systems flushed on a weekly basis, with temperature testing being incorporated in the monthly tests.	Weekly / Monthly

Area	Risk	Level	Control Measures	Frequency months
<b>Liability</b>	Legal liability as consequence of asset ownership.	L	Insurance in place with Zurich Municipal.	Annually
		M	Full health and safety programme of inspections of all property and land is place. Qualified Health and Safety Officer undertakes inspections.	Annually
		M	Annual checks by ROSPA of all play equipment takes place and report is acted on. Play areas also inspected weekly.	Weekly
		M	The council has a wide programme of events throughout the year. Each event has an individual risk assessment completed and action is taken to mitigate the risks wherever possible.	As req'd
<b>Employer Liability</b>	Comply with Employment Law.	L	Membership of various national and regional bodies including NALC, CALC, SALC, AAT to ensure employees are kept up to date with all relevant employment requirements and legislation as well as best practice. An external HR consultant helps to ensure employees terms & conditions comply with employment law.	As req'd
		L	Annual Appraisals take place with all employees.	Annually
		L	Central records retained of all employee sickness absence and holidays. Hard copies of all employee's records are stored in a locked filing cabinet	As req'd
		L	All digital records can only be accessed by managers to ensure compliance with the Data Protection legislation.	As req'd
		L	Routine reviews of Employment terms and conditions acted on or where necessary reported to Personnel committee for action.	Annually
<b>Employer Liability</b>	Comply with Inland Revenue requirements.	L	Regular review of current legislative requirements undertaken by RFO. Internal auditor undertakes regular review.	As req'd Annually



Area	Risk	Level	Control Measures	Frequency months
<b>Employer Liability</b>	Safety of staff and visitors.	M	Risk assessments carried out for all premises and activities undertaken by employees. These will include checks for adequate heating, slippery floors, cleaning procedures, legislative requirements. Staff also have access to health and safety training packages for all to complete (H&S awareness, Manual Handling, DSE etc),	As req'd
		L	Internal training undertaken on the job and on a regular basis formally when need arises.	As req'd
<b>Employer Liability</b>	Data Protection and Freedom of Information – Risk of being non-compliant	L	The council has a publication scheme for freedom of information requests on its website and is registered with the Information Commissioners Office (ICO) for data protection requirements.	Annually
<b>Employer Liability</b>	Lack of adequate training leads to poor quality decisions	M	The council sets an annual budget for both staff and councillor training and subscribes to the local CALC as a training provider. The Town Clerk is also a member of the SLCC. Details of all available training courses are circulated to all staff and councillors. Staff training requirements are identified during the appraisal process.	Annually
<b>Legal Liability</b>	Ensuring activities are within legal powers.	M	Town Clerk to clarify legal position on any new proposal.	As req'd
		M	Legal advice to be sought where necessary.	As req'd
<b>Legal Liability</b>	Proper and timely reporting via the minutes.	L	All agendas are issued and displayed in accordance with the Local Government Act 1972.	As req'd
		L	Council meets regularly and always receives and approves Minutes of meetings held since the last meeting including all committee minutes.	Quarterly
		L	Minutes made available to press and public via Town council website, social media and notice boards.	As req'd

Area	Risk	Level	Control Measures	Frequency months
<b>Legal Liability</b>	Proper document control.	L	Document Retention policy adopted in 2017 and reviewed annually.	Annually
<b>Councillors</b>	Registers of Interests and gifts and hospitality in place.	L	Register of Disclosable Pecuniary Interest, retained in Council Offices by the Town Clerk.	Annually
		L	Declaration of interest is on the agenda at every meeting.	Monthly
		L	Update declarations of interest by councillors is Councillors responsibility when circumstances change. Emailed out annually to all Councillors to ensure up to date.	Monthly
		L	Register of Gifts & Hospitality retained in Council Offices by the Town Clerk for use by Councillors and Council employees. Published annually on website.	Annually
<b>Councillors</b>	Adequate Training is in place	M	Councillors are offered relevant training when newly elected or when roles are altered. Details of all available training courses are circulated to all councillors.	Annually or As req'd
<b>Councillors</b>	Risk of cost of an election	L	In the event of a councillor resigning during their term, the electorate have a statutory right to request an election. The council budgets for the potential of an election each year and retains a sum in reserves in the event of an unexpectedly large number being called in any one year. Scheduled elections are budgeted for.	As req'd
<b>Councillors</b>	Risk of agenda not being legally accurate &/or not being published at sufficient notice. Risk of Councillors bringing the council into disrepute through their conduct.	M	Minutes and agendas are produced in accordance with legal requirements and best practice guidance. Agendas are published at least three clear days prior to the meetings on noticeboards and the council's website. The council has a code of conduct outlining acceptable councillor behaviour and each councillor has a responsibility to adhere to the code.	As req'd

Area	Risk	Level	Control Measures	Frequency months
<b>Councillors</b>	Risk of a conflict of interests. Risk of a councillor not declaring an interest.	M	Declarations of interest are a standard agenda item for each meeting of the council or committees. A register of members' interests is published on the town council's website and held by the District Council.	As req'd
<b>Councillors</b>	Risk of being inquorate in the event of councillors resigning their position.	L	The council has sixteen councillors, so needs to retain eleven to be quorate. In the event of five or more vacancies, the District Council would support the town council in the short-term to fulfil its statutory duties.	As req'd
<b>Major Incident</b>	The risk of business disruption e.g. flooding, civil unrest, fire, postal bomb, pandemics	M	Emergency Plan is in place for incidents such as flooding, fire, gas leaks etc. Work with neighbouring parishes. Good relationship with Police and Fire and Rescue. Staff can have access to work from home with remote access into the office. Virtual meetings to take place as and when required	As req'd
<b>Cyber Attack / IT Security</b>	Reliability of Firewall and security of IT systems could compromise security	L	Firewall and security on IT equipment are regularly updated. Regular updates provided from outside IT consultants	As req'd