

RISK ASSESSMENT – GENERAL BUSINESS ACTIVITIES

Subject	Risks identified	H/M/L	Control of Risk	Action	Notes
Business continuity	Town Clerk's Office incapable of occupation by reason of fire, flood, infestation, structural disrepair	M	Offices owned and managed by District Council Ensure potential problems to fabric of building or other causes are identified promptly and remedial measures taken.	Identify alternative location to conduct business in the proximity.	Potential locations are: Council Chamber/ <i>Kitchen</i> Guildhall (<i>Museum</i>) St George's Hall
Business Continuity	Equipment incapable of use by reason of utility supply failure by water, electricity, telephone or broadband connection	M	Ensure through liaison with District Council that internal connections within building are well maintained	Identify alternative location to conduct business in the proximity	As above
Location of meetings	Council Chamber incapable of use by reason of fire, flood or infestation	M	Offices owned and managed by District Council. Ensure potential problems to fabric of building or other causes are identified promptly and remedial measures taken.	Identify alternative location to conduct business in the proximity.	Potential locations are: St George's Hall, Community Centres Schools
Assets	Loss, theft or damage to Council's assets located within Guildhall as listed in the Register of Assets	L	Items of value eg paintings on public display to be monitored by Town Clerk Items of value not on display to be stored in locked safe and when in use eg on ceremonial occasions ideally two adults to be responsible for security and items not left unattended.	Review insurance policy prior to renewal including restrictions, conditions and exemptions Review asset values not less than every five years.	Reviewed Feb 2016 Revalued Jan 2014 by Philip Serrell & Co.
Assets	Loss, theft or damage to Council's assets located outside of Guildhall as listed in the Register of Assets	M	Acquire and retain assets that are resistant to weather conditions and to vandalism.	Inspect items periodically to check for damage.	Procedure in place carried out by Town Clerk and Lengthsman

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Staff & Councillors	Physical injury during course of performing duties	L	Ensure safety hazards within Guildhall are reported to District Council. Risks associated with events considered in planning meetings.	Check insurance cover Assess risk of injury for each operation.	Cover reviewed Feb 2016 As required
Staff	Assault or abuse of lone worker by member of public	L	Critical assessment of situation and conduct interview in neutral area eg Council Chamber.	Panic button facility and camera monitor of visitors at main door in use.	
Staff	Long term sickness	L	Arrange cover on temporary basis for Town Clerk or Secretary.	Identify potential persons who could cover and review insurance policy as to costs.	Worcestershire CALC will assist with arrangements
Finance	Fraud by depletion of petty cash	L	Procedure to monitor petty cash transactions and limit cash held in place.	Treasurer to inspect on random basis.	
Finance	HMRC Investigation	L	Tax liability for employees calculated by District Council Mayor's Allowance to be made as against receipts	Maintain role of District Council. System of payments to Mayor including claim form countersigned by Treasurer.	
I T	Virus Threat	M	Staff training and awareness as to potential threats given. Anti virus software for main computers and lap-top is present.	Ensure appropriate software is in place and maintained.	
I T	Loss of Data	M	Back up of information on external hard drive that is stored securely either in safe or off-site.	Carry out regular back-up of main computer.	
I T	Misuse by staff	L	Technical block of improper material	Investigate with internet provider	

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Councillors	Disqualification, Suspension or other sanction imposed	L	Adopt Codes of Conduct as and when published and provide training and awareness of responsibilities as to Register of Interests	Maintain full and accessible register and ensure familiarity with obligations.	
Finance	Banking inaccuracies	L	Regular checking of monthly bank and other statements to ensure correct credits and debits.	Carried out as part of regular monthly report to Council	Treasurer performs task
Finance	Insolvency of Council	L	Ensure healthy reserves in place. Rigorous assessment of budget when setting precept	Existing policy. Procedure already in place.	Reviewed by Finance Committee
Finance	Annual Return submitted late	M	Liaise with Internal Auditor as to input and External Auditor as to dates and timetable.	Set out key dates at close of financial year.	Treasurer performs task
Legal	Ultra vires decisions and expenditure	L	Agenda items to be checked and covered by report from Clerk. Treasurer to confirm power on Council authorising expenditure.	Adequate systems in place subject to training and updates.	Treasurer and Town Clerk perform task. Advice from Worcs CALC or SLCC available
Legal	Election costs	L	No direct measures to mitigate. Earmark sum within reserves for such contingency.	Within reserves.	In place
Liability	Public liability to third parties	M	Ensure insurance cover is in place including that for contractors.	Annual review of cover for Council. Annual check for contractors.	Reviewed February 2016
Liability	Employer liability for breach of statutory obligations	L	Ensure insurance cover is in place	Annual review of cover.	Reviewed February 2016

Last Reviewed 10/02/16 NJF