

Honiton Town Council
Whole Council Risk Assessment and Register (March 2021)

Index

Risk Number	Risk	Risk Score	Residual Risk Score (after mitigation)	Mitigation Actions	Progress
-------------	------	------------	--	--------------------	----------

1	Damage to the council owned community complex (The Beehive)	15	6	As freeholder HTC to ensure oversight and ensure insurance in place.	In place
2	Council has to manage the Honiton Community Complex	15	10	Assess and review council revenue budget and reserves and banking methods to enable precise accounting and audit trails. Ensure resource and expertise is in place. Implement operational management of the HCC.	Only needed should it appear that HCC is directed to HTC.
3	Council have to meet financial losses made by the Honiton Community Complex	15	9	To reach negotiated agreement with HCC	Agreement almost resolved.
4	The risk is the Street Market makes a financial loss	15	12	Review council revenue reserves and banking methods to enable precise accounting and audit trails. Produce targets and objectives for market manager	Market rental income has been suspended during Covid-19, 2020. Revenue budget 2020/21 is absorbing reduced income.
5	Council owned car park performs below financial expectations	Risk Not Active: the Council does not own a car park with income.			
6	Council fails to hold sufficient revenue budget and general reserves to meet unexpected expenditure	20	15	Revenue budget agreed annually by Council. Internal controls in place. Monthly and quarterly financial monitoring. Review council reserves and banking methods to enable precise accounting and audit trails.	Annual budget setting and Council approval of budget and Precept. Reserves to be reviewed by F&P Committee.
7	Mis-use of council funds.	10	6	Internal and External Audit. IAC appointed as Internal Auditor. Annual AGAR prepared including	Audit reports taken to F&P Committee and Council for information and

Honiton Town Council
Whole Council Risk Assessment and Register (March 2021)

Index

Risk Number	Risk	Risk Score	Residual Risk Score (after mitigation)	Mitigation Actions	Progress
-------------	------	------------	--	--------------------	----------

				for public scrutiny and Internal and External Audit. Internal controls: Financial Regs, Code of Conduct and Standing Orders	corrective actions. Internal controls are reviewed annually by Council and occasionally at F&P Committee.
8	Loss of council funds held in bank accounts	10	10	Internal controls: Financial Regs. Consider keeping council reserves in another bank.	Financial Regs are reviewed annually by Council and at F&P Committee. Deposits less than £80k in each of 5no. bank accounts.
9	Loss or damage of council assets	9	6	Review Insurances annually	Annual insurance policy in place with Zurich.
10	Accident occurring to a member of staff or public on council premises or at a council run activity.	15	6	Lone working policy. Annually Review	This risk is managed by each service specific risk assessment.
11	Failure in IT system	12	6	ICT service support is outsourced.	CoreICT has the contract to maintain the Council's ICT system and ensure security.
12	Loss of the General Power of Competence and Quality Status	Risk not Active: The Council does not hold the General Power of Competence or any Quality Status.			
13	Insufficient human resources	10	8	HR policies to be retained and up to date. Recruitment and retention policies needed.	HR policies adopted by Council. Recruitment and retention policies to be approved.
14	Loss of essential services i.e. Electricity, Water. Gas. For periods longer than 24hrs	3	3	Utility service contracts via HCC.	

Honiton Town Council
Whole Council Risk Assessment and Register (March 2021)

Index

Risk Number	Risk	Risk Score	Residual Risk Score (after mitigation)	Mitigation Actions	Progress
-------------	------	------------	--	--------------------	----------

15	Failure to respond to an emergency within the boundary of the parish	10	6	Review Emergency Plan annually including with DCC and EDDC.	A review of the Emergency Plan is needed and involvement with DCC and EDDC.
16	Failure to meet Statuary Obligations.	12	8	Council is responsible for meeting its lawful and statutory requirements as defined by SO, CoC and Financial Regs and underpinned by Legislation and Code.Guidance.	SO, CoC and Financial Regulations to be reviewed and adopted annually.
17	Failure to meet legal obligations.	10	4	Council is responsible for meeting its lawful and statutory requirements as defined by SO, CoC and Financial Regs and underpinned by Legislation and Code.Guidance.	SO, CoC and Financial Regulations to be reviewed and adopted annually.
18	Actions of Council have a negative impact on community.	16	12	Councillors to represent community via election / co-option	By-Elections planned for 6 May 2021. Community Governance Review petition received by EDDC.
19	Failure of Council to fulfil community activity responsibilities	15	6	Councillors to represent community via election / co-option	
20	Illegal access to Council property	8	4	Security measures are in place at The Beehive. Review security methods annually	Review annually.
21	Failure to comply with employment law	15	10	HR policies are approved. HR service support has been outsourced to specialists.	Annual review of HR policies. Maintain HRSP as outsourced HR specialist. Consider risks and costs when managing

Honiton Town Council
 Whole Council Risk Assessment and Register (March 2021)

Index

Risk Number	Risk	Risk Score	Residual Risk Score (after mitigation)	Mitigation Actions	Progress
-------------	------	------------	--	--------------------	----------

					employment claims against the Council.
22	Inappropriate action by a councillor	20	8	Code of Conduct is approved by Council. Various HR policies are approved.	Policies and procedures are in place including via the EDDC Monitoring Officer.
23	Council owned limited companies fail to provide regular reports.	Risk not Active: there are no Council owned companies.			
24	Council fail to produce clear and adequate governance to council owned companies.	Risk not Active: there are no Council owned companies.			
25	Failure to comply with Health & Safety Legislation	15	6	The Council has specific Risk Assessments for services to ensure compliance with H&S legislation eg market and offices at The Beehive.	Risk Assessments to be approved and needed for Roundball Wood.