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| Honiton Town Council |
| Business Risk Register |
| 2014 |
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| 001  (F) | The risk is damage to the council owned community complex (Beehive) | Fire.  Vandalism | Loss of assets.  Loss or disruption of services  Financial. | 0 | 0 | 0 | 3 | 4 | 4 | 5 | 3 | 15  (A) |  |  |  |
|  |  |  |  | 0 | 0 | 0 | 3 | 3 | 3 | 3 | 2 | 6  (G) | Adequate building insurance in place  Building meets current fire and building regulations.  Services inspected | HTC to ensure oversight. |  |
| 002  (F) | The risk is that the council have to manage the community centre | Liquidation of management company | Additional financial outlay to cover staffing costs. | 0 | 0 | 0 | 4 | 4 | 4 | 5 | 3 | 15 (A) |  |  |  |
|  |  |  |  | 0 | 0 | 0 | 2 | 1 | 3 | 5 | 2 | 10 (Y) | Quarterly financial statement received from management company and forecast | Review council capital reserves and banking methods to enable precise accounting and audit trails. |  |
| 003  (F) | The risk is the council have to meet financial losses made by the community complex | Failure of the management company to meet budget requirements. | Financial | 0 | 0 | 0 | 4 | 4 | 4 | 5 | 3 | 15  (A) |  |  |  |
|  |  |  |  | 0 | 0 | 0 | 3 | 3 | 3 | 1 | 3 | 9 (Y) | Beehive management company limited by guarantee. | Review council capital reserves and banking methods to enable precise accounting and audit trails. |  |
| 004  (F) | The risk is the Street Market makes a financial loss | Down turn in public footfall.  Extreme weather conditions | Financial  Closure of market | 0 | 0 | 0 | 2 | 3 | 3 | 5 | 3 | 15 (A) |  |  |  |
|  |  |  |  | 0 | 0 | 0 | 2 | 3 | 3 | 4 | 3 | 12 (A) | Street market working group developed to oversee market performance and development.  Quarterly financial statement received.  Current strategies being developed to reduce running costs | Review council capital reserves and banking methods to enable precise accounting and audit trails.  Produce targets and objectives for market manager. |  |
| 005  (F) | The risk is council owned car park performs below financial expectations | Decline in customer demand | Loss of revenue |  |  |  |  |  |  |  |  |  | **Risk Not Active** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 006  (F) | The risk is the council fails to hold sufficient reserves to meet unexpected expenditure. | Poor financial management.  Unforeseeable expenditure. | Adverse media attention.    Loss of community confidence. | 0 | 0 | 0 | 4 | 4 | 4 | 5 | 4 | 20 |  |  |  |
|  |  |  |  | 0 | 0 | 0 | 4 | 4 | 4 | 5 | 3 | 15 (A) | Alternative methods of raising capital | Review council capital reserves and banking methods to enable precise accounting and audit trails. |  |
| 007  (F) | The risk is the mis-use of council funds. | Fraud.  Dishonesty by staff or councillor.  Failure to audit accounts properly | Criminal investigation.  Loss of community confidence.  Adverse media. Financial loss | 0 | 0 | 0 | 4 | 5 | 5 | 5 | 2 | 10 |  |  |  |
|  |  |  |  | 0 | 0 | 0 | 3 | 1 | 2 | 3 | 2 | 6 (G) | Double handling of all money transactions.  Receipted market takings.  Annual internal and external audit.  Fidelity Insurance.  Finance Regulations in place.  Double signatories on cheques.  Regular reporting to Finance Committee.  Monthly bank reconciliation – open to inspection by Finance committee.  Training for Councillors on Financial Procedures. |  |  |
| 008  (F) | The risk is loss of council funds held in bank accounts. | Bank liquidation | Failure to meet day to day financial commitments.  Adverse media attention.  Service disruption | 0 | 0 | 0 | 3 | 4 | 4 | 5 | 2 | 10 (Y) |  |  |  |
|  |  |  |  | 0 | 0 | 0 | 3 | 4 | 4 | 5 | 2 | 10 (Y) | Financial overview by finance committee.  Due diligence given to the identification of suitable and stable banking. | Consider keeping council reserves in another bank. |  |
| 009 (F) | The risk is loss or damage of council assets | Theft  Vandalism |  | 0 | 0 | 0 | 2 | 1 | 1 | 3 | 3 | 9 (Y) |  |  |  |
|  |  |  |  | 0 | 0 | 0 | 2 | 1 | 1 | 1 | 3 | 6 (G) | Council assets covered by Insurance. |  |  |
| 010 | The risk is an accident occurring to a member of staff or public on council premises or at a council run activity. | Non-compliance with legislation. I.e. Health and Safety, Fire regulations. | Fines or Imprisonment.  Adverse Media attention.  Loss of revenue.  Loss of life.  Compensation claims. | 5 | 2 | 1 | 3 | 2 | 2 | 5 | 3 | 15 (A) |  |  |  |
|  |  |  |  | 3 | 2 | 1 | 2 | 2 | 2 | 2 | 2 | 6 (G) | Public liability insurance maintained.  Risk assessments carried out and reviewed annually. |  |  |
| 011 | The risk is that there is a failure in IT system | Security breach.  Poor maintenance of equipment.  Hardware and Software communications malfunctions. | Loss of personal data.  Disruption of council services.  Loss of community confidence.  Loss of stakeholder confidence.  Adverse media. | 0 | 0 | 0 | 4 | 4 | 3 | 4 | 3 | 12  (A) |  |  |  |
|  |  |  |  | 0 | 0 | 0 | 2 | 2 | 2 | 3 | 2 | 6  (G) | IT requirements annually reviewed by Clerk.  All IT equipment password protected.  Regular electrical PAT.  Review of CCTv maintenance contract.  Firewalls in place.  Weekly back up of system. |  |  |
| 012 | The risk is loss of the General Power of Competence | Insufficient fully elected councillors.  Non-qualified Clerk | Unable to use full powers available and work to best interest of community | 0 | 0 | 0 | 3 | 3 | 3 | 1 | 3 | 9  (Y) |  |  |  |
|  |  |  |  | 0 | 0 | 0 | 3 | 3 | 3 | 1 | 2 | 6  (G) | Major publicity campaign at time of elections.  Clerk and Deputy Clerk qualified.  Re-commitment of Council after each full election next election 2015. |  |  |
| 013 | The risk is loss of essential staff. | Death.  Prolonged illness.  Immediate resignation.  Strike action by staff or third parties impacting staff | Disruption to normal functions.  Employment tribunal.  Loss of confidence  Adverse media | 0 | 0 | 0 | 3 | 4 | 2 | 5 | 2 | 10  (Y) |  |  |  |
|  |  |  |  | 0 | 0 | 0 | 3 | 3 | 2 | 4 | 2 | 8  (y) | Staff cover in place.  Sharing of essential information between Clerk, Deputy Clerk, Market Manager and Mayor |  |  |
| 014 | The risk is loss of essential services i.e. Electricity, Water. Gas. For periods longer than 24hrs | Third party disruption.  Internal equipment failure.  Failure to pay bills | Service disruption.  Media attention | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 3 | 3  (G) |  |  |  |
|  |  |  |  | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 3 | 3  (G) |  |  |  |
| 015 | The risk is a failure to respond to an emergency within the boundary of the parish | Any major accident or natural occurrence.  (Severe weather, Road traffic accident, Aircraft accident, Environmental, Health) | Death.  Severe Injuries.  Widespread community disruption.  Loss of community confidence.  Adverse media | 0 | 0 | 0 | 5 | 5 | 5 | 5 | 2 | 10  (Y) |  |  |  |
|  |  |  |  | 0 | 0 | 0 | 3 | 3 | 3 | 3 | 2 | 6  (G) | Liaison with DCC, EDDC, Police and other partners’  Parish emergency plan adopted by council. |  |  |
| 016 | The risk is the failure to meet Statuary Obligations. | Not providing sufficient numbers of community allotments. | Legal challenges.  Loss of community confidence.  Adverse media. | 0 | 0 | 0 | 3 | 3 | 4 | 4 | 3 | 12  (A) |  |  |  |
|  |  |  |  | 0 | 0 | 0 | 2 | 2 | 3 | 4 | 2 | 8  (Y) | On-going pursuit of suitable land for allotments.  Liaison with Allotment Association |  |  |
| 017 | The risk is the failure to meet legal obligations. | Inappropriate conduct of Council meetings | Legal challenges.  Loss of community confidence.  Adverse media. | 0 | 0 | 0 | 5 | 3 | 5 | 4 | 2 | 10  (Y) |  |  |  |
|  |  |  |  | 0 | 0 | 0 | 3 | 2 | 4 | 4 | 1 | 4  (G) | Clerk and Deputy Clerk fully qualified.  Council regularly updated via briefing sheets.  Councillor Training. |  |  |
| 018 | The risk is actions of Council have a negative effect. | Unsupported planning application of resident or business.  Proceeding with unpopular projects.  Failure to lobby on important issues | Personal threats to Councillors or staff.  Adverse media.  Loss of confidence | 0 | 2 | 0 | 3 | 2 | 4 | 0 | 4 | 16  (R) |  |  |  |
|  |  |  |  | 0 | 2 | 0 | 3 | 2 | 3 | 0 | 4 | 12  (A) | All Council meetings and committees open to public.  Public speaking at Town Council and Planning Committee meetings.  Media Communications Policy in place.  Marketing Plan in place.  Regular contact with local press by Clerk.  Public consultations. |  | This risk remains high (amber) due to the nature of work carried out by the council and its potential to cause dis-satisfaction within the community. |
| 019 | The risk is failure of Council to fulfil community activity responsibilities. | Lack of interest among Council members.  Insufficient funds.  Lack of insurance cover/ high cost  Lack of specific knowledge (e.g. road closures) | Loss of confidence.  Adverse media | 0 | 0 | 0 | 4 | 1 | 4 | 5 | 3 | 15  (A) |  |  |  |
|  |  |  |  | 0 | 0 | 0 | 3 | 1 | 3 | 2 | 2 | 6  (G) | Annual grant making for local organisations.  Weekly briefing paper  Involvement of Councillors on local organisations’  Staff training plan includes specific knowledge |  |  |
| 020 | The risk is Illegal access to Council property | Loss of keys  Illegal copying of keys | Loss of confidential items.  Theft | 0 | 0 | 0 | 2 | 2 | 3 | 4 | 2 | 8  (Y) |  |  |  |
|  |  |  |  | 0 | 0 | 0 | 2 | 2 | 2 | 4 | 1 | 4  (G) | Record for key distribution maintained.  Means of identifying each set of keys maintained.  Keys distributed do not allow access to office area. |  |  |
| 021 | The risk is failure to comply with employment law | Unfair treatment of staff.  Unfair dismissal.  Underfunding of pensions | Employment tribunal.  Financial loss. | 0 | 0 | 0 | 2 | 1 | 1 | 5 | 3 | 15  (A) |  |  |  |
|  | **.** |  |  | 0 | 0 | 0 | 1 | 1 | 1 | 5 | 2 | 10  (Y) | All staff issued with contract of employment and job description.  All staff issued with staff handbook containing Council policies and procedures.  Grievance and disciplinary policies in place.  Pension scheme administered via Devon Pensions (DCC). |  |  |
| 022 | The risk is inappropriate action by a councillor. | Lack of training, knowledge, and experience. | Adverse media.  Imprisonment/fine/ disbarred | 0 | 0 | 0 | 5 | 2 | 5 | 4 | 4 | 20  ( R) |  |  |  |
|  |  |  |  | 0 | 0 | 0 | 3 | 2 | 3 | 4 | 2 | 8  (Y) | All Councillors sign Code of Conduct  All Councillors sign Declaration of Interests (reviewed annually via Clerk)  All Councillors issued with Councillor Handbook containing all guidelines and policies/procedures  Training plan in place  Regular training sessions organised.  Weekly briefing sheet’ sent to all councillors.  Clerk and Deputy Clerk fully qualified and available for advice.  Quality Council status |  |  |
| 023 | The risk is council owned limited companies fail to provide regular reports. | Lack of council policy and direction. | Loss of community confidence.  Loss of stakeholder confidence.  Adverse media reporting. | 0 | 0 | 0 | 4 | 4 | 3 | 5 | 3 | 15 (A) |  |  |  |
|  |  |  |  | 0 | 0 | 0 | 3 | 3 | 3 | 5 | 2 | 10 (Y) | Quarterly financial and operational report provided to council. |  |  |
| 024 | The risk is the council fail to produce clear and adequate governance to council owned companies. | Mis-understanding and confusion of legal requirements. | Loss of stakeholder confidence.  Loss of community confidence.  Failure to meet legal requirements.  Adverse media attention. | 0 | 0 | 0 | 3 | 3 | 3 | 5 | 3 | 15 (A) |  | Evaluate the varied governance options and legal outcomes. |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | **Risk and mitigation pending** |  |  |