

## Honiton Town Council – May 2024 Corporate Risk Assessment

This Risk Assessment is based on the EDDC format used for management of Events. It is focused on the general risks to the Honiton Town Council. The Risk Assessment uses risk scores as defined by the Council's Risk Strategy and Policy (March 2021). **Those risks highlighted in BOLD are considered to be the most significant: Beehive; Employment Tribunals; Legal Challenge; Market.** Individual risk assessments are prepared for some risks.

The Council has a legal responsibility to protect itself and workers and others from risk to their health and safety. It must think about the risks they face and do everything reasonably practicable to minimise them, recognising you cannot completely eliminate risks.

The Council has completed the tables below: [clerk@honiton.gov.uk](mailto:clerk@honiton.gov.uk) *For further information, please refer to the resources at the bottom of this document.*

### Event details:

Event:	Prepared / Approved by:  Your Name: <b>Stephen Hill (Town Clerk)</b> Date: <b>May 2024</b> Version: <b>v5</b>  <b>Prepared in consultation with Cllrs McCollum &amp; S Sexton, May 2024</b>  Honiton Town Council: Previously reviewed and Approved Full Council November 2023  <b>Approved by Full Council 13 May 2024</b>	Email Address: <b>clerk@honiton.gov.uk</b>  Contact Number: 07949 150 888
Company Name: <b>Honiton Town Council</b>	Persons Responsible on Site: <b>Town Clerk</b>	Contact Numbers: As above
Venue: <b>Honiton Town Council, The Beehive</b>		

## Risk Assessment:

The Town Council's Risk Strategy and Policy will be used to assess risks and identify mitigation measures: <http://www.honiton.gov.uk/Core/Honiton-Town-Council/UserFiles/Files/Policies/2021/RISK%20MANAGEMENT%20POLICY%20March%2021.pdf>

Hazard Risk Categories	Those at risk	Points to consider and control measures	Current Assessment of Risk			Further action required to control risk?
			Risk score (likelihood/impact)	Residual Risk	n/a	
Damage to the council owned community complex (The Beehive)	Honiton Town Council	As freeholder HTC to ensure oversight and ensure insurance in place, with Zurich. 90% of the cost of insurance of the Beehive is billed to HCC: 2023/24 HTC insurance premium £6,822.83 (23/24) Zurich quoted price for Beehive building insurance £5,149.66 (23/24) 90% of Zurich quoted price for Beehive building insurance £4,634.69 (23/24). Revised insurance quote from 1 July 2024 has been requested and will be put to Full Council June 2024 for approval.	15	6		In place LTA until 30 June 2024; Council insurance. New quotes have been requested, to be approved by Full Council June 2024.
<b>Council must manage the Honiton Community Complex if Lease Notice is given.</b>		<p>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.</p> <p>HCC served Notice February 2022 and rescinded March 2022 on the basis that HTC agreed to underwrite HCC costs. There are separate confidential reports to Full Council and risk assessments on this matter from February 2022. Council agreed Underwriting Agreement with HCC (22/23) March 2023 and revised (23/24) October 2023 and further revised (24/25) April 2024.</p> <p>Technical, financial, political and community risks to the Council in managing the relationship with HCC and should HCC hand in 3 months Notice before its lease ends September 25.</p> <p>Beehive Working Group (BWG) established and FC October 23 approved lease tender Expression of Interest (EOI). One EOI has been</p>	15	10		<p><b>Actions have been agreed by Full Council since February 2022 and include commissioning consultants, public consultation (July 22), recasting budget (22/23), underwriting HCC costs, establishing a Beehive WG, Strategy Committee lead and separate Risk Assessments.</b></p> <p><b>EoI return date agreed by FC as end March 24. Lease/tender Scoping Report with timescales and</b></p>

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		<p>received by end March 2024 from HCC.</p> <p>FC has decided that a “Plan B” be prepared should HTC need to operate the Beehive should HCC hand in Notice or the lease/tender be unsuccessful. The BWG is preparing Plan B which is planned to be reported to Full Council June 2024.</p>				<p>stages for replacement lessee approved by FC. “Plan B” to be prepared taking advice from consultants.</p> <p>Confidential information provided by HCC is provided to the Council’s Accountant and retained as confidential in compliance with the CoC.</p>
Council must meet financial implications arising from the Honiton Community Complex if transferred to HTC.		<ul style="list-style-type: none"> <li>To reach negotiated agreement with HCC; Review Meeting HTC/HCC started April 2022 and meeting monthly.</li> <li>The Council has appointed two Council representatives of the HCC which are HCC Directors.</li> <li>Consultants have been appointed (Wellers Hedley solicitor, Parkinson Partnership VAT, Mulbery Associates Accountants)</li> <li>Financial implications reported to Full Council throughout 2022 and 2023.</li> <li>Service Level Agreement 2015 and Variation to Lease resolved January 2021. Council Directors highlight risks emerging for HTC.</li> <li>Monthly/quarterly review meetings established April 22.</li> <li>Financial information provide monthly by HCC provided to HTC’s accountant for his review and advice to HTC.</li> <li>Consultants appointed and advising.</li> <li>FC has asked that a “Plan B” be prepared, which the BWG is preparing to reported to FC June 2024.</li> <li>HTC recast its budget 23/24 and 23/24 to include £50.2k and £40k respectively for underwriting HCC’s costs.</li> </ul>	15	9		<p>Financial implications for the Council have been and will continue to be reported to FC (variable largely dependent upon VAT on build costs to April 24). Seek advice from consultants on “Plan B” costs implications to the Town Council of it operating the Beehive, governance structure, operating model. Minutes of Review Meetings discrepancy between ToR and HCC’s preference for not providing to all Cllrs.</p>
The risk is the Street Market makes a financial loss.		<ul style="list-style-type: none"> <li>Review council revenue reserves and banking methods to enable precise accounting and audit trails; financial management processes in place.</li> <li>Produce targets and objectives for market manager; Market Working Group established</li> <li>Market rental income was re-introduced (October 2021) following</li> </ul>	15	12		<p>The MWG has plans to improve the Market including providing a consistent looking Market, Council gazebos,</p>

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		<p>suspension during Covid-19, 2020/21. Budget 2022/23 at £25k; Market remained below budget at £16,998. Budget income 23/24 is £20k (Q2 £7,820) and budget income 24/25 is £20k.</p> <ul style="list-style-type: none"> <li>The MWG has trialled use of Council provided gazebos and now has FC approval for purchase of Council 6no. gazebos, storage shed, signs and barriers.</li> </ul>				advertising for new Traders and occasional Markets (eg Christmas).
Council fails to hold sufficient revenue budget and general reserves to meet unexpected expenditure.		<p>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.</p> <p>Amount of Reserves is assessed against consideration of risks, eg employment tribunal costs (now resolved), Beehive management and any legal case against EDDC (with HTC called as witness). Reserves are low C. £180k and all Earmarked (last reported to FC November 2023).</p> <p>The budgets 22/23 and 23/24 did not include a budget line for financial support of HCC and financial support needed 22/23 and 23/24 has been paid from recast budgets (£50.2k and £40k respectively) and drawn down of Reserves. The Council April 24 approved a new Underwriting Agreement 24/25 with HCC at no more than £5k pm (or £60k full year); budget 24/25 has been set to include £60k support for the Beehive.</p> <p>The minimum “rule of thumb” 3-6 months Reserves; at £180k Reserves are too little to apply “rule of thumb” 3-6 months (£150k-£300k) and also other EMR (eg NP £20k, HCC underwriting £20k, TMC £20.5k and Grants (£26k) and not including financial risks of HCC returning lease.</p>	20	15		<p>Annual budget setting and Council approval of budget and Precept. Reserves (EMR) reviewed by F&amp;P Committee and FC. Reserve Strategy is in place and Treasury Management Strategy approved December 2021.</p> <p><i>The amount of Reserves should be increased.</i></p>
Mis-use of council funds		<p>Internal and External Audit. IAC appointed as Internal Auditor. Annual AGAR prepared including for public scrutiny and Internal and External Audit. Internal controls: Financial Regs, Code of Conduct and Standing Orders.</p> <p>Internal investigations will be initiated should there be any concern about misappropriation of public funds.</p> <p>3no. potential conflicts of interest were identified 2023, Solicitor advise taken and the Council taken actions to address.</p>	10	6		<p>Audit reports initially taken to F&amp;P Committee and Council for information and corrective actions. Internal controls are reviewed annually by Council and at F&amp;P Committee.</p> <p>The Council’s Asset Register is being rationalised to re-</p>

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						introduce circa £85k chattels/sound equipment located at the Beehive.
Loss of council funds held in bank accounts		Internal controls: Financial Regs approved May 2023. Consider keeping council reserves in another bank.	10	10		Financial Regs are reviewed annually by Council and at F&P Committee. Deposits less than £80k in each of 5no. bank accounts. The number of bank accounts is currently being rationalised including establishing a higher interest account for Reserves.
Loss or damage of council assets		Review Insurances annually; 3 years LTA began with Zurich 24.6.21 to 24.6.24.	9	6		New insurance quotes have been requested for FC June 2024.
Accident occurring to a member of staff or public on council premises or at a council run activity.		Lone working policy approved. Annually Review. Accident Book maintained. Insurance in place with Zurich. Risk Assessments are prepared including for the Market, trial Market, Workshop, Hot Pennies and will be put to FC for approval for maintenance work eg grass cutting, snow/road warden.	15	6		This risk is managed by each service specific risk assessment. Council is insured as a Corporate Body.
Failure in IT system		ICT service support is outsourced. IT contract issued to Tender February 2022 and awarded to Core IT early 2022. Migrated e-files to Cloud to improve security, user accessibility, enable Councillor access and enable compliance with GDPR.	12	6		CoreIT has the contract to maintain the Council's ICT system and ensure security. Contract reviewed 22/23 and Core IT re-contracted April 2022.
Loss of the General Power of Competence		The Council holds the General Power of Competence until next Elections after May 2023 and employs (from 2021/22) a CiLCA qualified Clerk and Deputy Clerk and adopted the GPC most recently May 2023. The Council now has the GPC from January 2021 and latterly May 2023 and holds a NALC Foundation Level Quality status. The Council has signed January 2023 the Civility & Respect Pledge.	10	6		Continue to ensure that limitations on the use of the GPC are maintained, in line with Clerks and DALC advice.

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Insufficient human resources		HR policies to be retained (recently reviewed by Worknest) and up to date. Resilience risk at Street Market (assistant needed – Town Orderly appointed March 23 but probationary period not completed; Town Maintenance role advertised and due to start work 4.12.23) and new starter December 2023.	10	8		HR policies recently reviewed by Worknest and presented to HR Committee March 24. Recruitment and retention policies approved.
Loss of essential services i.e. Electricity, Water. Gas. For periods longer than 24hrs		Utility service contracts via HCC. Electricity is supplied to the Beehive including via ECOE and its solar roof panels, governed by an Agreement. Council telephones and Broadband planned to be upgraded by OneComm with new telephony system and fibre to building. OneComm upgraded new phones. Council website has been intermittent: Vision ICT informed.	3	3		OneComm is process of providing improved fibre to Broadband including dedicated/secure link for CCTV.
Failure to respond to an emergency within the boundary of the parish		Reviewed Emergency Plan annually including with DCC and EDDC. Emergency Plan revised and approved February 2022. Planned to test EP with EDDC and EA October 2022, flooding event - postponed. Revised EP presented to FC November 23 for approval.	10	6		A review of the HTC Emergency Plan is complete and provided to DCC and EDDC for comment. A TERG exercise planned to be undertaken annually; October 2022 flooding postponed.
Failure to meet Statutory Obligations.		Council is responsible for meeting its lawful and statutory requirements as defined by SO, Code of Conduct and Financial Regs and underpinned by Legislation and Guidance.	12	8		SO, CoC and Financial Regulations to be reviewed and adopted annually. Qualified Town Clerk and RFO employed.
Failure to meet legal obligations. Risk of legal challenge.		Council is responsible for meeting its lawful and statutory requirements as defined by SO, CoC and Financial Regs and underpinned by Legislation and Guidance. Hope & May appointed as DPO and assisting with SAR/FOI requests and ICO correspondence.	10	4		SO, CoC and Financial Regulations to be reviewed and adopted annually. Revenue reserve needs to be assessed as adequate. DAS Law appointed as legal adviser wrt employment law and the Council's insurance.
Actions of Council have a negative impact on community		By-Elections 6 May 2021. Community Governance Review petition received by EDDC December 2021; EDDC reported no further action on CGR but may undertake Boundary Review. Election unopposed February 2022 and Election 10 March 2022. 1no. By-Elections and 1no. Co-option	16	12		The work programmes are assigned to each Committee and will be

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		during 2022. Local Elections May 23 with 18no. Elected Cllrs. By-elections March 2024 for three vacant seats. Councillors to represent community via election / co-option. Draft community strategy is work programme prepared and project/ideas presented to FC November 23.				updated quarterly. A by-election has been called likely to be June 2024.
Failure of Council to fulfil community activity responsibilities		<i>As above</i>	15	6		
Illegal access to Council property		Security measures are in place at The Beehive. Review security methods annually	8	4		Review annually. Review of key Register needed.
Failure to comply with employment law		HR policies are approved. HR service support has been outsourced to HRSP (now Worknest) specialists. Worknest reviewed existing Council employment policies 2023; taken to HR Committee November 2023 and FC May 2024.	15	10		Annual review of HR policies; Annual Council meeting. Maintain Worknest as outsourced HR specialist. Consider risks and costs when managing employment claims against the Council.
Inappropriate action by a councillor		Code of Conduct is approved by Council May 2023. Various HR policies are approved. CoC training provided in house (new Cllr training/induction programme 2023), by DALC and EDDC (October 2023). The Council's Training Policy and CoC require training on the CoC.	20	8		Policies and procedures are in place including via the EDDC Monitoring Officer.
Council owned limited companies fail to provide regular reports		Risk not Active: there are no Council owned companies.	-	-	-	-
Council fail to produce clear and adequate governance to council owned companies.		Risk not Active: there are no Council owned companies.	-	-	-	-
<b>Failure to comply with Health &amp; Safety Legislation</b>		<b>The Council has specific Risk Assessments for services to ensure compliance with H&amp;S legislation eg market and offices at The Beehive. To liaise with the HCC management committee via HTC/HCC monthly Review Meetings.</b>	15	6		<b>Risk Assessments to be approved and needed for grass cutting, snow/road warden. H&amp;S site visit</b>

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		<p>Market RA mitigation measures to be put in place led by the Market Working Group (see Actions).</p> <p>Improvement works at Roundball Wood have been commissioned (from JM Hewitt Grounds Maintenance) and work completed June 2023.</p> <p>Full Council received DCC's Collisions report (July 23) and signed up to national "20mph is plenty" campaign (July 23). Market has been reconfigured 2023 to south of New Street. The Council has joined the A35 Parishes Group.</p>				<p><b>made to Market (mid 2022) and RA for Market has been delegated to Market Working Group for actions to be implemented.</b></p>