

	<b>RUGELEY TOWN COUNCIL</b> <b>MANUAL</b>	
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## **RISK ASSESSMENT REGISTER**

<b>Date created</b> June 2017	<b>Date adopted</b> 5 July 2017	<b>Date last reviewed</b> 7 <sup>th</sup> July 2021	<b>Next review date</b> May 2022
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### Rugeley Town Council Risk Assessment Register

<b>Very Likely</b>	<b>Acceptable Risk (medium – 2)</b>	<b>Unacceptable Risk (high – 3)</b>	<b>Unacceptable Risk (extreme – 5)</b>
<b>Likely</b>	<b>Acceptable Risk (low – 1)</b>	<b>Acceptable Risk (medium – 2)</b>	<b>Unacceptable Risk (high – 3)</b>
<b>Unlikely</b>	<b>Acceptable Risk (low – 1)</b>	<b>Acceptable Risk (low – 1)</b>	<b>Acceptable Risk (medium – 2)</b>
<b>Occurrence / Impact</b>	<b>Low</b>	<b>Moderate</b>	<b>High</b>

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Date: 7<sup>th</sup> July 2021

## 1 ORGANISATION

Ref	Risk	Probability	Impact	Policy	Responsible Person	Frequency of review
1.1	Loss of Town Clerk	Low	High	Maintain continuity via SPCA details of Locum Clerk service. Access all Council records via emergency procedures. All passwords to be kept in secure location in the town council offices	Council Chairman	Quarterly
1.2	Loss of RFO	Low	High	SPCA assistance to be sought for locum RFO.	Town Clerk Chairman	Quarterly
1.3	Loss of Development Manager	Low	High	Keep the job description and specification up to date to allow for rapid advertisement of the position	Town Clerk	Annual
1.4	Loss of IT data	Low	Medium	Financial data secured weekly on backup system held on hard drive and with RBS. All other files held with HolkerIT	Town Clerk	Quarterly
1.5	Loss of Councillor	Medium	Low	Guide to casual vacancy filling document obtained from SPCA. Notify CCDC and post notice on vacancy then advert to be placed on website.	Town Clerk	Annual
1.6	Lone Worker	Low	Low	Lone worker policy adopted. Avoid undue time demands that necessitate long unbroken hours. Consider security at offices. Keep latch on middle door and open doors to theatre.	Town Clerk	Annual
1.7	Loss of Electronic support	Low	High	IT support package through external provider (HolkerIT) who fully support the IT requirements of the town council.	Council Town Clerk	Quarterly

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1.8	Covid Requirements	Medium	High	Ensure officers laptops are kept up to date to allow for home working. Keep separate offices for staff where possible. Maintain and regularly update all Covid Risk Assessments for the Town Council and Rose Theatre	Town Clerk Council	Quarterly
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## Rugeley Town Council Risk Assessment Register

### 2 PLANNING

Ref	Risk	Probability	Impact	Policy	Responsible Person	Frequency of review
2.1	Statutory/CCDC Plans and Planning Frameworks not met	Medium	Low	Maintain up to date references	Council Town Clerk	Six months
2.2	Town Characteristics, aesthetics, neighbourhood impact degenerated	Medium	High	Consider local environmental impact. Maintain predominant features, quantify requirement, consider future plans.	Councillors Council	Quarterly
2.3	Disagreement with CCDC/SCC	Medium	Medium	Ensure proper procedures followed. Collect and record evidence, obey time schedules.	Councillors	Six months
2.4	Enforcement – developers breaching planning application	Medium	Medium	Gather evidence and involve SCC/CCDC as appropriate.	Councillors / CCDC Councillors	Quarterly

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### 3 COMMUNITY SPACE

Ref	Risk	Probability	Impact	Policy	Responsible Person	Frequency of review
3.1	Incorrect usage of open areas	Low	Low	Signage to clarify use	Councillors	Annual
3.2	Notice Boards	Low	Low	Monitor condition of notice boards. Take action to repair any faults or remove item if faults are found. Ensure that boards are regularly cleaned	Rose Theatre Staff	Quarterly
3.3	Unsuitable for purpose	Medium	High	Evaluate pavements. Report to appropriate authority any faults found.	Councillors	Quarterly
3.4	Deterioration of areas	Low	Medium	Encourage discipline on litter, animal excrement.	Councillors	Annual

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### 4 FINANCE AND MANAGEMENT

Ref	Risk	Probability	Impact	Policy	Responsible Person	Frequency of review
4.1	Loss of Council Assets	Medium	Low	Secure storage of Assets. Theft / loss of assets insured for replacement cost. Internal auditor to review asset register and insurance. Town Clerk and RFO to check assets on an annual basis.	Town Clerk RFO Internal Auditor	Six Months
4.2	Theft / Fraud	Low	High	Regular scrutiny by Members of financial records. Proper recording in minutes of all approval for spending and powers under which spend is authorised. Regular budget monitoring by Members. Regular bank reconciliations review by Members matched against statements. Regular review of financial regulations by Members. Review financial limits on Fidelity insurance to cash balances. Review of letter of appointment for Internal Auditor to include areas of risk – VAT, PAYE, cheque signing, adequacy of invoicing, powers and council income. Review of effectiveness of Internal Auditors report. Committee. Council approval for changes to payroll authority.  Two signatories required for BACS transactions.	Members Internal Auditor	Six Months

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4.3	Non-compliance with Standing Orders and Financial Regulations	Low	Low	Regular scrutiny of Standing Orders by Members. Scrutiny of Standing Orders by Internal Auditor.	Members Internal Auditor	Six Months
4.4	Injury / loss to recipient of Council asset	Low	Low	Public liability insurance indemnity of £5million. Regular scrutiny of insurance by Members. Emergency policy to delegate authority to clerk to commit finances without prior approval of Council in emergency situation.	Council Town Clerk RFO	Annual
4.5	Loss of Income	Low	Low	Regular budget monitoring by Members to ascertain income. Cash Book reconciliation monitoring by Members. Annual monitoring of income stream levels Authority for Town Clerk/RFO to transfer funds between accounts.	F and M Town Clerk RFO	Annual
4.6	Propriety – Councillor abuse of position	Low	Low	Maintain register of interest and question as each topic arises. Gifts and hospitality to be declared. Code of Conduct agreed by Full Council. Councillors to maintain individual Register of Interest Forms.	F and M Town Clerk	Annual
4.7	Loss or unexpected reduction of income	Low	High	All expenditure pre budgeted and sufficiently resourced.	F and M Town Clerk RFO	Six Months
4.8	Cash Security	Low	Low	Petty cash held in locked cupboard. Receipts for items purchased to be kept by RFO. Receipts for all transactions. Safe custody of documentation with the RFO.	F and M RFO Town Clerk	Annual

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4.9	Inadequate insurance	Medium	Medium	Assess risk to assets and to liabilities. Determine and record which risks to be accepted. Use established UK based insurance company, securely underwritten.	F and M RFO	Six Months
4.10	Abuse of expenses	Low	Low	Prior sanction of all expenses. Repayment against receipts only.	F and M	Annual
4.11	Budget too low/high	Low	Low	Use historic data and work to and agreed forecast programme. Work to realistic estimates or accurate quotes. Use budget to set precept.	F and M	Annual
4.12	Problems with contracts	Medium	Medium	Ensure full tender documentation in place to get quotes. Agree price and costs before letting the contract. Council to consider unforeseen work prior to work taking place. Agree stage payments if necessary. Ensure contractors are fully insured and seen their risk assessment and method of work prior to starting the work.	F and M	Six Months

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### 5 DEMOCRATIC

Ref	Risk	Probability	Impact	Policy	Responsible Person	Frequency of review
5.1	Defamation	Low	High	Libel and Slander Insurance of £250,000. Members to periodically undergo Code of Conduct training.	Town Clerk Members	Annual
5.2	Compliance with Code of Conduct	Low	High	Completion of signed acceptance of office to abide by the Council Code of Conduct. Annual review of Members interests.	Members	Annual
5.3	Representation on Outside Bodies	Low	Low	Council to review financial risks from decisions made by outside bodies in which it has members. Council to ensure that members of Charity Trusts review individual actions in line with Charity Commissioners website.	Members	Annual
5.4	Inaccurate minutes	Low	Medium	Drafts to be approved by Chair prior to being sent to all councillors. Minutes to be approved at next meeting.	Chairs of Council & Committees Town Clerk	Six Months
5.5	Loss of minutes	Low	Medium	Electronic backing up of all minutes to Cloud, maintained by Holker IT	Town Clerk	Six Months
5.6	Deficient Standing Orders	Low	Low	Standing orders to be reviewed once a year by F and M and the Full Council. Chair of F and M and Town Clerk to review quarterly and advise full council of changing circumstances.	F and M Town Clerk	Annual
5.7	Image of the Council	Medium	High	Development Manager to work with Community Engagement Committee and Town Clerk to ensure Town Council publicity / website / Facebook is appropriate, accurate and up to date.	Councillors Town Clerk Development Manager	Annual

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5.8	Business of the town council	Medium	Medium	Ensure council is quorate at full council and committee meetings. Ensure documentation is published to standard timescales.	Councillors	Six Months
5.9	Venues for Meetings	Low	Low	Ensure that venues are accessible and appropriate for intended use. Ensure that fire drill and fire escapes are mentioned at beginning of each meeting. Ensure full Covid Risk Assessment is in place for each venue to be accessed by Councillors and any public attending the meetings.	Town Clerk	Annual

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### 6 ROSE THEATRE

Ref	Risk	Probability	Impact	Policy	Responsible Person	Frequency of review
6.1	Insurance	Low	High	Rose Committee to ensure Insurance is up to date	Councillors Theatre Manager	Annual
6.2	Evacuation Centre	High	High	Require clearer guidance from CCDC on role of building in an evacuation / emergency Keyholders?	Councillors Town Clerk	Annual
6.3	Loss of theatre manager	Low	High	Immediate advertisement for replacement in related publications Access all Theatre records via emergency procedures. All passwords to be kept in secure location	Councillors Clerk	Annual
6.4	Loss of casual / bar staff	Medium	Medium	Retain details of bar staff to be called on in case of emergency	Theatre Manager	Six monthly
6.5	Loss of Cleaner	Low	Medium	Immediate advertisement for replacement in publications and word of mouth.	Theatre Committee Theatre Manager	Annual
6.6	Loss of Caretaker	Low	Medium	Immediate advertisement for replacement in publications and word of mouth.	Theatre Committee Theatre Manager	Annual
6.7	Debtors / Bookings	Low	Low	Deposits to be taken and held on all bookings to be used in case of none payment	Theatre Manager RFO	Quarterly

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6.8	Bookings policy	Low	Low	Ensure policy is clearly recorded same policy used for all bookings.	Theatre Committee Theatre Manager	Annual
6.9	Power cuts	Medium	High	Ensure insurance covers this in case of claim from hirer Ensure all staff understand safety and emergency procedures and emergency lighting is available.	Councillors Theatre Manager	Annual
6.10	Abuse by hirers	Medium	High	Agree a firm lettings policy. Deposit taken before the booking should cover any cleaning / redecoration costs	Theatre Committee Theatre Manager	Annual

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