

RISK MANAGEMENT SCHEME

March 2024

Subject	Risk Identified	H/M/L	Management control of risks	Review/Assess/Revise
Councillors	Losing councillor membership	L	When a vacancy arises, there is a legal process to follow which either leads to a by-election or co-option process. An election is organised by WODC. Co-option involves advert, acceptance of applications, consideration of applicants and co-option vote at a Council meeting, followed by appointment.	Existing procedures adequate
	Having more than 8 councillor vacancies at any one time	L	If there are more than 8 vacancies at any one time the Council becomes inquorate. The legal process of WODC appointing members takes place.	Procedures of another body are adequate.
Members' interests	Conflict of Interest Register of Members' Interests	L M	Declaration of Interests on the agenda reminds Councillors of their duties. Register of Members' Interests forms should be reviewed regularly by Councillors. If their circumstances change, the clerk and monitoring officer should be informed.	Existing procedure adequate. Members take responsibility to update their register.
Financial records	Inadequate records Financial irregularities	L L	Council's Financial Regulations set out requirements	Existing procedure adequate
Insurance	Adequacy Cost Compliance	L L L	Insurance arrangements are reviewed annually before the policy is due for renewal. Employers and Employee liability is essential.	Review insurance provision annually
Bank and banking	Inadequate checks Bank mistakes Loss Charges	L L L L	Financial Regulations set out requirements for banking, cheques and reconciliation of accounts Clerk reconciles the bank accounts once a month when the statement arrives. Any problems/irregularities are dealt with immediately. Authorised quarterly by a councillor.	Existing procedure adequate
Internet banking	Loss of signatories	L	All councillors are signatories. Any transactions to be carried out electronically must be authorised at Council meetings or at the request of the Emergency Consultation Panel. Each signatory has own login code	
Cash/Loss	Loss through theft or dishonesty	L	See Financial Regulations Cash/cheques are banked within 3 banking days. There is no petty cash or float. Annual internal audit	Existing procedure adequate

Charlbury Town Council Risk Management scheme

VAT	Re-claiming regularly	L	Financial regulations set out requirements. VAT must be claimed at least annually. VAT is reclaimed quarterly.	Existing procedure adequate
Employees	Loss of clerk	L	Immediately advertise any vacancy (if permanent loss) and request help to cover temporary loss (unpaid if councillor).	None.
	Actions undertaken by clerk	L	Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role.	Monitor working conditions, safety requirements and insurance regularly
	Health and safety		Working from home/driving to/from Council meetings. The clerk's own car insurance covers travel to and from a place of work. Self-isolation if required- can still work from home	
Salaries and associated costs	Salary paid incorrectly Wrong hours/rate paid Wrong deductions/unpaid contributions of NI or tax	L L L	TC authorises appointment of employees through council meetings. Salary rates are assessed annually by Council. The clerk's salary sheet details payments to HMRC and is inspected by the Council before being authorised. Income tax and NI are worked out by Tetbury Accounting and sent to Clerk. Clerk has contract of employment and job description Council has resolved that direct debit can be set up for clerk's salary	Existing appointment system adequate
Litigation	Potential risk of legal action being taken against the Council	M	Public liability insurance covers general personal injury claims where the Council is found to be at fault, but not spurious or frivolous claims – these cannot be insured against.	Insurance is adequate for requirements but there is still risk of other claims
Grants – payment - receipt		L L	Council may receive applications from organisations for grants. Grants can only be awarded to the budget limit each year. TC does not receive regular grants (except for Council Tax). Ensure grant paid into correct account and application for any grant (successful or not) and amount is minuted.	Grant awarding policy to be adopted
Audit - Internal	Completion within time limits	L	Internal auditor is appointed by Council, supplied with relevant documents to complete the audit and the form to complete and sign for the External auditor. Internal auditor provides internal audit report on completion.	Existing procedure adequate
Annual Return	Completion/Submission within time limits	L	Completed by the Council, submitted to internal auditor, agreed at Council meeting (Annual Governance statement first then Accounting statement) and then submitted to external auditor. Exercise of Electors' Rights to be followed using set dates.	Existing procedure adequate
Assets	Loss/Damage Risk or damage to third parties/property	L	Annual review of assets undertaken for insurance provision, storage and maintenance provisions	Asset register to be updated annually
Maintenance of assets	Poor performance of assets or amenities Risk to third parties	L	All assets owned by TC are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with correct procedures of the TC. All assets are insured and reviewed annually.	Existing procedure adequate

Charlbury Town Council Risk Management scheme

Meeting location	Adequacy Health and safety	L M	TC meetings are held at the Memorial Hall. Premises and facilities are adequate for the councillors, clerk and public who attend the meetings. If hall is forced to close due to outside reasons (e.g. pandemic), it is likely that TC meetings are also suspended so no other venue will be necessary. Or meetings held online where legislation decrees.	
Council records – electronic paper	Loss through theft, fire, corruption of computer	L M	Council’s electronic records are stored on TC laptop, kept by the clerk. Back-ups are taken monthly and kept in a separate place from the laptop. Historic records are kept in the Corner House	Existing procedure adequate Corner House fire procedure
Contracts	Ensure continued value for money coupled with continuity of work.	L	No contracts at present. If TC requires contracts to be set up e.g., for grass cutting maintenance or tree maintenance, the practice of seeking tenders every three years by advertising in local press and issuing specifications and tender documents to contractors expressing an interest, will be undertaken. Tenders to be opened by the Chair/ one councillor and Clerk and reported to next available Council meeting.	Standing orders/financial Regulations
	Ensure contractors have appropriate Public Liability Insurance.	L	Minimum cover £10,000,000.	Clerk to enquire at the start of agreed work
Play Areas	Loss of use of play equipment.	L	Continue with regular maintenance and safety checks and take unsafe equipment out of service until repairs carried out.	Bi-annual review. Monthly checks
	Safety of equipment.	M	Monthly checks are carried out. ROSPA inspection August 2023	Annual ROSPA check to take place
Trees	Safety of trees.	M	Trees are surveyed annually by councillors. Inspection by qualified tree surgeons undertaken every five years. Work is undertaken as recommended by them.	Continue with regular maintenance and safety checks.
Volunteers	Injury to volunteers (e.g., Town Proud)	L	Separate risk assessment to be given to each volunteer. Training to be provided by volunteer organiser. First Aid kit available during sessions. Register of sessions to be sent to clerk to cover insurance.	Volunteer risk assessment required Volunteer organiser to be first aid trained.
	Damage to property	L	Volunteer project covered by TC insurance Speedwatch initiative covered by TVP insurance All volunteers required to give permission for details to be held	
	GDPR			
Defibrillators	Malfunction	L	Defibrillators are checked monthly. Replacement pads installed when expiry date of old ones reached.	Russell Ingham responsible for regular checks

Adopted 29.3.2023
Reviewed 27.3.2024