

Area of Activity/Risk	Severity of Risk	Who is exposed	How currently Managed	Additional Measures	Action	When
<b>Organisational</b>						
Council activities and statutory compliance	Low	Council, Members; Officers	Direct access availability to Legal advice through NALC	None	Membership benefit on renewal of Annual subscription to NALC	May 2018
Loss of Data/Data Protection	Medium/High	Council; Service users; Members of the Public	Data backed up to external hard drive. Data stored on site.  Security of Data	Alternative recovery methods to supplement on site storage.  Compliance with General Data Protection Regulations	Consider options for cloud storage  Audit of Council Data and identification of relevant consent requirements	December 2018  May 2018
Failure of Business Support Systems	Medium	Council; Service users	Programme to upgrade I.T hardware every 4 years. Website hosted externally by Intouch CRM	Budget Provision of £250 for IT procurement. Account maintained with Spa Computers for maintenance support	Review effectiveness and need for increased budgetary provision	On-going
Theft/Loss of Civic items	Low	Council Mayor and elected Members	Theft/total loss of civic items - insured for replacement cost.	Photographic evidence of chain added to insurance file	No action considered necessary at this time	Completed
Organisational effectiveness	Low	Council; Officers	Internal Audit Review	Internal Auditor undertakes assessment of Council Governance and adherence to regulatory framework including compliance with Code of Conduct and S.O's	Review as part of Internal Audit.	April- May 2018

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<b>Financial</b>						
Non compliance with Standing orders/Financial Regulations	Medium	Council	Periodic review of standing orders by elected Members Internal Auditor review	Review of Council Minutes to ensure legal powers are available and are correctly recorded and applied.	Review to be undertaken in conjunction with Audit each year and reported to full Council	January 2019
Theft/fraud	High	Council Members of Staff	Regular scrutiny of financial records and compliance with proper arrangements for the approval of expenditure	Periodic review of the effectiveness of internal control procedures	Internal Auditor considers any areas for selective review and reports to Policy and Resources	.On-going
Budgetary Control	Low	Council	Budgeting and monitoring Reports (Policy and Resources Committee) Periodic Cash book reconciliations approved  Fidelity Guarantee against fraud through Insurance policy	None  None	Continue with current monitoring procedures  Limits reviewed annually	On-going  March 2018
Injury/loss to recipient of a service	High	Employees Members of Public	Public liability indemnity £15 million; Employers Liability £10 million	Members are made aware of the levels of indemnity and their relationship to the services provided and level of risk.	Periodic Reports to Policy and Resources/Council	On going and whenever activity changes
Injury/loss to recipient of a service	Medium		Completion of risk assessment for specific events initiated by the Town Council	Annual appraisal to identify training and development needs of employees involved in conducting risk assessments	Training to be considered as part of annual Training Plan and budget.	Review by September 2018

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Interruption of Cash Flow	Low	Council Employees Members Members of Public	Cash book reconciliation. Authority for RFO to transfer monies between accounts Periodic budget monitoring by Policy and Resources Committee	Review arrangements for initiating transfer to ensure continuity in cash availability	Council's reserve Cash balances to be reported each quarter in Monitoring Report.	Ongoing.
<b>Council Members (Democratic)</b>						
Defamation	Low	Council Members individually	Libel and Slander indemnity added to Policy 2009 now £1 million	Review compliance with Code of Conduct principles periodically through Member training and appraisal	Review procedures for compliance for May 2019	May 2019
Compliance with Code of Conduct reporting arrangements	High	Council Members individually	Completion of signed acceptance of Office and Registration of Interests. Provision of Copy of Code and guidance from Monitoring officer through Council Handbook  Member attendance at Training seminars	Periodic review of Members Registration of Interests to record changes in personal circumstances  Assessment of feedback from previous training	Reminder at least once every two years to be sent to members to view Registered Interests declaration.  Training audit to be reviewed prior to elections	On-going.  January 2019