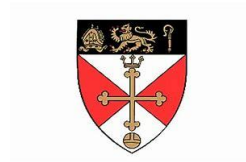


# Malmesbury Town Council



## Risk Management Scheme

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RESPONSIBILITY: Malmesbury Town Council

DATE ADOPTED:

REVIEW DATE:

REVIEW DATE:

## Introduction

The purpose of the Risk Management Scheme is to ensure that Malmesbury Town Council is fully aware of its risks and has in place a strategy to manage these risks.

This Risk Management Scheme aims to ensure that Malmesbury Town Council protects its employees, assets, liabilities, reputation and community against potential losses. Malmesbury Town Council recognises that it has a responsibility to manage internal and external risk and is committed to the implementation of a risk management strategy to protect the council.

The Risk Management Scheme is an essential feature of good governance. The Scheme recognises that risk management applies to all aspects of the Council's work.

The Risk Management Scheme will be reviewed on an annual basis, or as needed should circumstances change or give rise to the need to re-assess the Council's control measures. To this end the Council recognises the Risk Management scheme is both to record, as well as act as a working document that should be used to enable continuous improvement in respect of safeguarding Malmesbury Town Council's concerns and assets.

## Five risks requiring particularly close monitoring



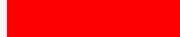
1. Fire damage
2. Risk of injury to members of the public and staff
3. Reputational damage
4. Theft
5. Unitary Council financial failure

Mitigation of the above risks is repeated continually throughout the Risk Management Scheme. Emphasis will be placed on staff training and personnel management, secure storage of Town Council assets and their protection and strict financial management which also safeguards the ability of the Council to function for a minimum of six months to a year without dependence on the Unitary Council.

## Rating Scheme

A six-point matrix system, as outlined below, is used to assess and rate the risks as identified.

		Impact					
		Incidental	Minor	Moderate	Major	Severe	Catastrophic
Likelihood	Highly unlikely	1	2	3	4	5	6
	Very unlikely	2	4	6	8	10	12
	Unlikely	3	6	9	12	15	18
	Likely	4	8	12	16	20	24
	Very likely	5	10	15	20	25	30
	Highly likely	6	12	18	24	30	36

	Acceptable risk
	Medium to long term resolution
	Short to medium term resolution

	SUBJECT	RISK DESCRIPTION	RISK			CONTROL MEASURES	RESIDUAL RISK		
			L	I	DR		L	I	RR
1	<b>Business continuity</b>	Council unable to continue business due to failure, loss, or compromise of IT systems and data	3	5	15	<ul style="list-style-type: none"> <li>• User accounts and machines configured so that all files and data is maintained and/or synchronised in Cloud storage systems.</li> <li>• Defined password policy</li> <li>• Staff contact details securely kept by Town Clerk/ Council Chairs.</li> <li>• Staff and IT support contact details available to all office staff</li> </ul>	1	5	5
2	<b>Meeting rooms</b>	Health & Safety Accessibility inadequacy.	2	4	8	<ul style="list-style-type: none"> <li>• Meeting rooms configured and checked prior to meetings by a caretaker or the Town Hall Administrator.</li> </ul>	1	4	4
3	<b>Council Records</b>	Loss through theft, fire, damage, or corruption.	2	5	10	<ul style="list-style-type: none"> <li>• Ensure security of Council Office and mitigate risks posed by fire or flooding.</li> <li>• Ensure adequate backups and insurance.</li> <li>• Ensure anti-virus software in place and enforce IT user policy.</li> <li>• Offline storage of electronic data.</li> <li>• Fire safe</li> </ul>	1	5	5

	SUBJECT	RISK DESCRIPTION	RISK			CONTROL MEASURES	RESIDUAL RISK		
			L	I	DR		L	I	RR
4	<b>Banking</b>	Inadequate checks.  Error, fraud.	3	4	12	<ul style="list-style-type: none"> <li>Financial Regulations are in place and reviewed annually.</li> <li>Daily/weekly accounting by Deputy Clerk.</li> <li>Bank reconciliations checked by Town Clerk monthly.</li> <li>Payments made electronically where possible. Set up by Deputy Clerk, and approved by x2 of Town Clerk / Cllr/s.</li> <li>Electronically monitored by Cllr e-signatories.</li> <li>Cheques issued on only when necessary; x2 Cllr signatories.</li> </ul>	1	4	4
5	<b>Cash</b>	Loss through theft, dishonesty or staff error.	3	3	9	<ul style="list-style-type: none"> <li>Petty cash payments / receipts to be filed securely /chronologically.</li> <li>Petty cash payments are checked via the accounting package and during Internal Audit.</li> <li>Petty cash topped up by triple signed cheque.</li> <li>Petty cash only used where electronic payment is not practical.</li> <li>Petty cash handled by Deputy Clerk.</li> <li>Town Clerk to monitor monthly via reconciliations.</li> <li>Cash handling to be kept to minimum number of staff (TIC /reception – Deputy Clerk). THA currently cashes up for Cinema.</li> <li>Cash stored in safe; banked as required.</li> </ul>	1	3	3

	SUBJECT	RISK DESCRIPTION	RISK			CONTROL MEASURES	RESIDUAL RISK		
			L	I	DR		L	I	RR
6	<b>Clerk RFO / Deputy Clerk</b>	Loss of Clerk/ Responsible Financial Officer / Deputy Clerk through illness or resignation.  Fraud.  Incompetence.	3	4	12	<ul style="list-style-type: none"> <li>• Notice period built into contracts.</li> <li>• Account / Payroll practice to be handed over.</li> <li>• Succession/ training of finance duties</li> <li>• Fidelity Guarantee insured.</li> <li>• P&amp;R monitors accounts.</li> <li>• Needs led finance training.</li> <li>• Community Governance Level 4 undertaken by Town Clerk, CiLCA undertaken by Deputy Town Clerk</li> <li>• Training budget allocated.</li> <li>• RIALTAS bought in at key accounting points e.g. year-end or as needed if enhance accounting competence needed.</li> </ul>			
7	<b>Election costs</b>	Unplanned election	4	4	16	<ul style="list-style-type: none"> <li>• Election costs to be built up in reserves (25% pa)</li> </ul>	1	3	3
8	<b>VAT</b>	Non-Charging/ reclaiming.	2	2	4	<ul style="list-style-type: none"> <li>• VAT is reclaimed from HMRC quarterly-March, June, Sept, and December.</li> <li>• Notification reminder received from software</li> </ul>	1	2	2
9	<b>Loans / Investments</b>	Financial loss due to missed repayment, or loss of earned interest.	2	2	4	<ul style="list-style-type: none"> <li>• Loan paid by SO.</li> <li>• Monitor investments to maximise interest earned.</li> </ul>	1	2	2

	SUBJECT	RISK DESCRIPTION	RISK			CONTROL MEASURES	RESIDUAL RISK		
			L	I	DR		L	I	RR
10	Town Hall	<p>Accident due to poor equipment or lack of hall maintenance.</p> <p>Injury due to environmental hazard e.g. broken glass, slip or trip hazard.</p> <p>Fire.</p> <p>Theft.</p>	4	4	16	<ul style="list-style-type: none"> <li>Daily checks of Hall, rooms, and equipment by Caretaker and reported in Town Hall Logbook.</li> <li>THA to check logbook daily.</li> <li>Weekly check of Hall, rooms, and equipment by THA.</li> <li>Monthly visual check by Town Clerk.</li> <li>Annual Risk Assessment schedule implemented by Town Clerk, with THA.</li> <li>Maintenance schedule prepared by Town Clerk/ THA for Town Hall &amp; Facilities Committee for priority decisions.</li> <li>Routine maintenance and safety matters to be actioned by Town Clerk/THA; reported at next TH&amp;F Committee meeting.</li> <li>Fire Checks carried out in in with advised procedures.</li> <li>Electrical and PAT testing as required annually.</li> <li>Public Liability Insurance in place (£10m)</li> <li>Insurance cover in place (£10m)</li> <li>Door security managed by caretaker at night, and museum/ TIC/ Café staff when out of normal MTC hours e.g. bank holidays.</li> <li>Key cabinet for secure storage of keys.</li> <li>Cash kept secure.</li> <li>Doors locked when cashing up.</li> <li>TIC reception staff and backed up by second member of staff.</li> <li>Secure cupboards to be used.</li> <li>Car park gates locked at night.</li> <li>Fixed Asset Register updated when required.</li> <li>Internal CCTV</li> <li>Staff health and safety training</li> </ul>	2	2	4

	SUBJECT	RISK DESCRIPTION	RISK			CONTROL MEASURES	RESIDUAL RISK		
			L	I	DR		L	I	RR
11	<b>Play equipment, open spaces and external assets</b>	<p>Accident due to poor equipment or lack of grounds maintenance.</p> <p>Injury due to environmental hazard e.g. broken glass, dog mess.</p> <ul style="list-style-type: none"> <li>• Filands</li> <li>• Reeds Farm</li> <li>• St Aldhelms Mead</li> <li>• Newnton Grove</li> <li>• White Lion Park</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>• Weekly check of play equipment by ground staff.</li> <li>• Monthly visual check by Town Clerk.</li> <li>• Annual RoSPA inspection.</li> <li>• Risk Assessment Schedule implemented by Town Clerk, with ground staff.</li> <li>• Report dog issues to Wiltshire Council.</li> <li>• Public Liability Insurance in place (&gt;£10,000,000).</li> <li>• Fixed Asset Register updated when required.</li> </ul>	2	2	4
12	<b>Pick up Van</b>	DVLA and legal requirements not met	2	4	8	<ul style="list-style-type: none"> <li>• MOT / service annually.</li> <li>• Vehicle Insurance.</li> <li>• Road Tax.</li> <li>• Monthly checks by Ground staff – logbook defects and report to Town Clerk.</li> <li>• 7-year assessment of suitability, general condition.</li> </ul>	1	4	4
13	<b>Minutes/ Agendas/ Statutory documents</b>	<p>Inaccuracy/ legality.</p> <p>Non-compliance.</p>	3	2	6	<ul style="list-style-type: none"> <li>• Minutes &amp; Agendas produced in the prescribed method and adhere to legal requirements.</li> <li>• Minutes approved and signed at next meeting Business conducted at meetings managed by the Chairperson.</li> </ul>	2	2	4



	SUBJECT	RISK DESCRIPTION	RISK			CONTROL MEASURES	RESIDUAL RISK		
			L	I	DR		L	I	RR
14	<b>Employer Liability</b>	Non-compliance with employment law and associated Acts.	3	3	9	<ul style="list-style-type: none"> <li>• Insurance in place – value 10,000,000.</li> <li>• Town Clerk employment updates knowledge through ACAS, NALC, SLCC, WALC, HMRC, HSE, etc.</li> <li>• Employee related Risk Assessments <ul style="list-style-type: none"> <li>- Well-being.</li> <li>- Works stations.</li> <li>- Protected</li> </ul> </li> <li>• Characteristics.</li> </ul>	2	2	4
15	<b>GDPR</b>	Privacy breach.	3	4	12	<ul style="list-style-type: none"> <li>• GDPR Policy implemented.</li> </ul>	2	2	4