

	Each risk is identified with risk level of high, medium or low. Control measures (i.e. actions or processes) which were to reduce risk. This then leaves a residual risk rating.	Risk management seeks to identify then reduce risks to their lowest acceptable level. Risk management is a continuous process and plans for potentially complex or extensive risks are managed through a risk register. Risk management is a key part of the Council's strategic planning process.	The risk management scheme should be reviewed annually and forms an integral part of governance and risk management as part of the annual audit. Appropriately managing risks to a specific level within the Annual Governance Statement or the external audit AGAR form (Annual Governance and Accountability Return)	A range of written documents support risk control and record due diligence and governance to protect the Council from financial or reputational risk.	Residual risk level which is left after all risk reduction measures have been implemented.
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**WELLINGTON TOWN COUNCIL RISK MANAGEMENT SCHEME 2019 - 2020**

Changes: This Council is committed to ensuring that its operations, services, activities, information technology and communications are secure and resilient to all risks to its ability to deliver its services. It is reviewed annually each year as part of the annual audit process. New risks arising are incorporated when identified.

This document sets out how Wellington Town Council will manage and minimise risk in all its areas of operation. It is reviewed annually each year as part of the annual audit process. New risks arising are incorporated when identified.

Issued: 12 May 2019 Review date: annually following adoption.

Area	Risk	Impact	Controls/Measures	Residual/Consequence	Supporting Documents	Residual Risk
<b>FINANCE</b>						
Payment of Accounts	Errors in payment. Fraud.	High	Payment on receipt of formal invoice only. All accounts approved at monthly Council meeting prior to payment. Specific list of accounts to be paid is published on the agenda. Cheques are issued on receipt of copy. Three signatures required for each payment (balancer types on bank will not pay). Cash payments control bank details entered for each payment. Bank systems allow checks control measures for payments.	WTC uses mostly online banking payments, but does have a limited number of cheques and makes a small number of Direct Debit payments for some suppliers. Cheque signatures, and online payment approvals are managed by the Finance Committee and the Clerk & Deputy. Different signature combinations used at random.	Council's Financial Regulations. Monthly bank reconciliation. Supplier payment invoices. Cheque book counterfoils.	Low
Banking	Errors by Bank. Loss of information. Insufficient checks on records.	Medium	Bank statements checked monthly against payment records. Signatures list updated each year. Chief Financial Officer accounts administrators where appropriate. Additional Councilors covered as bank signatories where needed arises.	Income and expenditure is balanced to movement on bank account for the same period. Chairman publicly signs monthly bank reconciliation and income and expenditure accounts at each monthly Council meeting.	Council's Financial Regulation. Council meeting agenda and minutes.	Low
Party Cash	Insufficient claims. Subsiding. Bank withdrawal. Bank withdrawal.	High	Signed dated voucher matches receipt to payment. Two witnesses required when embarking expenses related party cash to receipt in cash. Expenditure balanced monthly. Receipted for claims for purchase with party cash. Cash draw may not exceed £500. Only a signature can draw cash in the bank. Cheques for cash require 3 signatures.	Account signatory only can present cheque for cash at bank. At monthly reconciliation, expenses are allocated to their appropriate budget heading.	Council's Financial Regulations. Party cash book, cash book records, members and committee reconciliation.	Low
Grant awards given	Applicants in not bank side organisation. Grant not used for stated purpose. Grants complete or activity not planned.	Medium	Standard application form. Pre-set criteria for awards set out in grants policy. Grants may not be paid to individuals. Applicants provide feedback at an event. Policy states: applicants must be required. Formal Council vote agreement entered into where grant will exceed £20,000 each.	Applicants are required to submit two years' financial accounts with their application, as well as a copy of their constitution or equivalent.	Grant application forms. Supporting evidence. Grant policy. Council minutes record awards made. Confirmation letter to applicant. Cheque book counterfoils. Signed Grant Award Agreements.	Low
Grant awards received	Errors in and payment. Mismanagement of financial data. Misappropriation of sums paid.	High	Formal invoice issued for each income payable. Monthly reminder to check income has been received. Formal Council meeting to discuss all grant payments. SACS payments encouraged so as actual money changes hands. Receipt or other written acknowledgment sent to confirm payment has been received.	Applicants to change any information on the invoice. Payment due within 30 days. When payment is delayed in writing Cheques and cash (not on paid into the bank the same or the next day).	Supporting invoices. Bank statements. Council's Financial Regulations. Written record of grant comparison.	Medium
Precept	Precept is insufficient to cover statutory duties, activities and operations.	Low	Monthly budget statements to Council provide overview of expenditure against previous year's budget. Annual budget summary, budget and bill prepared by Clerk and reviewed by Council prior to going to the Mayor's budget. Final budget formally approved at Council meeting. Precept to be raised in writing. Receipt of precept formally reported at Council meeting.	Precept is reviewed to make equal instalments in April and September each year.	Monthly budget statements. Annual budget summary. Annual precept report with draft budget. Final budget summary. Precept claim form. Council agenda and minutes. Bank statements. Cash book record of income.	Low
Annual Budget	Expenditure not within budget. Funds are underspent.	Medium	Monthly budget statements presented at Council meetings and regular review of actual expenditure against budget. Ongoing adjustments made: Financial or formal resolution to transfer funds from other budget heads or from financial reserves.	Some income are received annually only in March of each year. It is essential to contact these providers in advance to establish when for the year ahead. Where cost of living price increases are not notified by service providers the Council need price rises will be used to ensure service increases for the year ahead.	Monthly budget statements. Council meeting agenda and minutes.	Low
Financial Reserves	Insufficient reserves maintained.	Medium	Staff not over employed. Suitable software packages are used. Annual budgets from Internal and External Auditor acted on. Monthly committees approved at each monthly Council meeting.	Trigger practice's employed in the preparation of all financial statements.	Auditor recommendations action plan. Conclusion of audit feedback from external auditor. Council meeting agenda and minutes.	Low
Audit	Records are inadequate. Financial irregularities come to light. Audits not completed by the time due. Public inspection period not correctly publicly notified. Conclusion of audit not correctly publicly notified. Audit results not 'except for' matters or audit failure.	Medium	External auditors (not planning the audit decisions). Clerk is suitably qualified to prepare for audit. Internal auditors commissioned well in advance. Clerk follows annual guidance published by external auditor. Only current year template AGAR forms provided are used. Only current year template inspection and conclusion of audit forms are used. Monthly committees approved at each monthly Council meeting.	Additional training around audits may be provided if necessary.	Internal Auditor's report. AGAR form. Annual risk management review. Public inspection rights notice. Conclusion of audit notice.	Medium
Staff Salaries and Pensions	Salaries are incorrectly calculated. Payments made due to fraudulent claims. Incorrect payment issued.	Medium	Salary rates are formally approved by Council at monthly Council meeting. All staff are registered with HMRC. HMRC verification of tax codes used. Each staff member completes a weekly time sheet detailing hours worked and any holiday or sick leave taken. Sample returns of hours worked against time sheets. Salary payments approved monthly at Council meeting. Tax and National Insurance contributions are calculated and paid monthly. Pensions are calculated and contributions paid monthly. Salaries are paid by electronic bank transfer with usual requirement for 3 signatories to business payment.	Accounting package. Council minutes. HMRC returns. Employee wage slips. Council meeting agenda and minutes.	Low	
Expenses	Misappropriation of funds.	High	Signatories may not be paid in cash, and can only be submitted on the Council's expense form. Payment may not be made unless supported by the correct receipts. Payment may not be made unless approved by full Council. Any alterations on forms must be initiated by Clerk. Claims for travel expenses must be signed by the Clerk and Chairman, Clerk and Deputy when the expense claim is the Chairman's, and Chairman when the claim is the Clerk's.	The Clerk is the only member of staff empowered to sign off expense claims.	Expense claim forms for expenses. Cash book and expenditure statements.	Low
Council Allowances	Allowances are paid at the wrong rate. Income tax on allowance is not deducted where due.	Medium	Councilors each receive the same Allowance set annually at each Council meeting. Major claims are considered at the meeting. Cheques: The code used if the formal tax code changes is on the invoice provided. Cheques are subject to usual regulatory requirements.	Additional care required where Councilors are in paid employment.	Adopted Financial Regulations. Council minutes. May 10th. HMRC P45 returns. Cheque book counterfoils.	Low
Value for Money	Contract and/or service costs are excessive or do not reflect value for money.	Medium	Council has a Value for Money approach only in the Financial Regulations. Contractors reviewed annually unless otherwise specified to enable cost reductions.	Council has a Value for Money approach only in the Financial Regulations. Contractors reviewed annually unless otherwise specified to enable cost reductions.	Adopted Financial Regulations. Tender documents. Competitive quotations received. Council agenda and minutes.	Low
<b>PREMISES</b>						
Insurance	Buildings or premises are not adequately insured. Insurance does not cover premises, equipment and people.	High	Insurance: Trustees for buildings, contents and Public Liability. Insurance contract covers all insurable risks and is renewed annually. Appropriate excess/reduce in level of cover across all insurable risks (subject costs). Any changes to premises reported to insurer as they happen. Changes to be followed up by Office/Insurer in writing. Public Liability Insurance to be in place at all times and for all premises.	WTC insures from a building owned by the District Council, who pay the buildings insurance then charge a proportion of the sum paid to WTC. Other premises and Public Liability within its office premises are insured by the Council. Additional premiums may be taken on temporarily or permanently premises used at physical areas where the Council operates, including allotments and public conveniences.	Annual insurance renewal, schedule and register of assets.	Low
Fire Risk	Risk to people or premises caused by fire.	High	Formal written Risk Assessment. Formal fire sign and evacuation procedure. Fire extinguishers in place and tested annually. Fire hazards are reported and remediated immediately. Fire risks reported to be tested to the same day. Fire alarm tested weekly (if possible). Checklists the staff (if possible). Quarterly formal inspection of premises. Fire alarm and emergency lights are tested and recorded monthly. Risks and near misses reported to Council each month.	WTC operates from a building leased from the District Council, who perform the statutory tests relating to fire safety. WTC staff formally sign annually to inspect their fire risk and understand the fire assessment, and evacuation procedure. Staff receive training on fire safety and evacuation.	Fire risk assessment. Fire safety plan. Fire evacuation procedure. Fire alarm testing records. Fire drill records. Formal building inspection forms. Certificates issued for fire testing. Clerk's monthly risk report. Council meeting agenda and minutes.	Low

Health and Safety	Non-compliance with statutory requirements, inadequate health and safety controls in place	High	Staff are suitably trained on H&S matters. All locked out from Council H&S procedures adhere to. On designated as designated health and safety lead. Office. Representative procedures and risk assessments in place. All building repair work carried out by suitably-qualified contractors.	The Council has fewer than 5 employees so does not need a formal H&S policy. However the staff handbook does state that the safety of employees is paramount, and what duties are incumbent on employees to observe safe practices.	H&S and associated Policies. Accidents register. COSHH risk assessments. Repeat Risk assessments. Clerk's monthly risk report to Council. Council meeting agenda and minutes. Staff handbook.	Low
Building security	Break in, vandalism, theft	Medium	Insurance cover for all risks events - buildings and contents and Public Liability. Written record of all visitors - staff only plus the Office cleaners. All staff obliged to comply with office security measures. New staff go through a year of 6 months of their return at all of employment. All open parts of office unlabelled and stored in locked or locked. Key book stored in office safe. Door entered door kept locked at all times. Small amounts of cash only retained in office. Strong burglar alarm system. Any cash or cheques in the office are locked into a petty cash box which is kept in the office safe.	Although the building is shared the Clerk is usually not to leave the building each evening and all work of premises is conducted to ensure all windows are closed and all office, front and back doors are locked.	Key holding records. Insurance documents including certificate of cover on office wall.	Low
Equipment	Breakdown or faulty equipment causes service failure or risk of injury	Medium	Equipment is insured within the contents section of the Council policy. Annual PAT testing of equipment. Regular service and maintenance of equipment. Equipment is robust and fit for purpose. Operating instructions available and staff instructed on use of the equipment. Spare replacement necessary.	See also people section below.	Purchase invoices. Operational records. Risk assessment.	Low
<b>PEOPLE</b>						
Personnel	recruitment fails available.	Medium	Recruitment a continuous work budgeted for to cover the cost of one election and an advertisement in the press.	When appointed the Council has followed the correct route. Having found that sufficient interest has been shown to opt a replacement to the Council/for.	Recruit assessment.	Low
Recruitment	Staff recruitment not suitably carried out required duties.	High	Quality in health screening process. Clear process for recruitment. All staff go through appropriate job description and person specification clear for each role. References sought prior to formal confirmation of employment offer. Comprehensive induction package. Three month review of new staff. Six to month probation period. Skills and training need for new staff.	REC recruitment process risk by employing new staff for a vacant recruitment agency, where a temp to perm arrangement may be offered. Some higher risk work processes are not allocated to temporary staff managing parties within these in a probationary period (eg banking administration).	Application forms. Interview feedback and test results. Job description. Person specification. Contract of employment. Formal records staff appraisals.	Medium
Workplace Arrangements	Use of facilities or equipment causes injury or illness. Resources and/or equipment not adequately maintained.	Medium	Reduction of staff member explains use of facilities and equipment. Building inspected quarterly. Repairs carried out promptly by suitably-qualified contractor. Regular review of desk, chair, computer set-up. Annual display Screen Equipment assessment carried out for each staff member. All incidents recorded in accident book and entered on incident form to inform the all office equipment. Identification of equipment failure to individual staff and reviewed annually.	Reasonable adjustments will be made to accommodate any special requirements by staff. Risk assessments will be reviewed to accommodate changes in staff/skills as new members join or progress.	Accident book records. Building operation records. Works orders and invoices. Minutes of Health Meeting. Monthly risk report to Council meeting by Clerk.	Low
Safe use of equipment or substances	Inadequate safety measures. Incorrect use of equipment may damage it or cause injury. Materials used cause injury or illness.	High	COSHH instructions available for all products used. Staff fully instructed and trained on any all equipment they will use. COSHH risk assessments for activities, use of fluids and equipment. Staff sign annual declaration that they will adhere to all health and safety procedures in the fulfilment of their duties. Personal Protective Equipment is provided free of charge where it is used in necessary to protect the employee. Any incidents to be written up in accident book, and acted on. Employer's liability insurance is in place.	Control of Substances Hazardous to Health is a high responsibility placed on employees to ensure products used do not harm the health and well-being of employees.	COSHH product sheets. Risk assessments for using tools and equipment. Risk and equipment control records. Tools and equipment purchase records. All used fixtures on electrical tools and appliances. Accident book records. Insurance documents.	Low
Staff Competency	Staff fail to perform to the required standard. Errors cause financial or reputational loss.	Medium	Adequate recruitment processes. Appropriate line management procedures in place. Regular review of staff skills and competency. Annual review sets targets and areas for improvement. Ongoing review of staff training requirements. Employer's liability insurance.	Golden threads of honesty, integrity, and maintaining confidentiality run through all Council operations. Standards for performance are laid down to prevent repeat or escalation.	Personnel records. Job description. Person specification. Training records. Capability procedure. Disciplinary procedure. Insurance Documents.	Low
Conduct of Staff	Fair or inappropriate staff conduct causes financial or reputational loss. Disharmonious workplace environment.	Medium	Adequate recruitment processes. Training on standards of behaviour required. Appropriate line management procedures in place. Appropriate behaviour management policy used promptly. Staff sign annual declaration of all emergency services should a serious risk arise. Employer's liability insurance.	Methods around culture and values are linked at interview. New staff induction focuses on standards of behaviour and team working in addition to working practices.	Personnel records. Job description. Personnel records. Training records. Capability procedure. Disciplinary procedure. Insurance Documents.	Low
Staff changes, planned and unplanned.	Statutory duties not complied with. Deadlines missed. Inadequate financial checks. Poor decision making. Increased pressure on remaining staff. Increased sickness absence.	Medium	Adequate staffing levels. Supervision and annual review records. Questionnaire among staff are anticipated to leave. Real-time information register staff through all the Council activities and procedures. Management in place for employment of temporary workers if staffing levels decline a need. Annual review of resource requirements as part of budget setting. Staff handbook taken into consideration.	The Council needs to a policy that all staff have oversight of day to day activities. This forms part of the staff induction process. Also that written procedures are available in all paper and electronic form. The principle is that for all non-specialist work any staff member could perform the activity in the absence of another.	Staffing and Training Committee minutes. Budget setting report and budget position. Line management and annual appraisal documentation. Sickness absence records. Staff minutes.	Low
Insurance	Personal injury or damage to staff technology is inadequately insured.	Low	Employer's liability insurance renewed every year. Clerk's adequate to provide for all appropriate risks. Level of cover required re evaluated with insurer each year.	Staff are covered at all times when working within Council premises.	Annual insurance certificate and certificate of insurance.	Low
Health and Safety	Staff fail to comply with H&S requirements, including Risk Assessments or COSHH assessments. Injury or harm is caused to people or their belongings.	Low	Accident, incident and near-miss book on premises for completion, and each entry subject to formal review. All relevant risk assessments made available to staff. Staff sign annually to confirm their compliance with all relevant H&S requirements. Repairs and maintenance breaches treated as emergency or disciplinary matters. Employer's liability insurance.	Each entry in the Accident book reviewed, remedial measures implemented where necessary, and signed off when complete. The Council separates very high potential hazard activities. Any new activity would need to be risk assessed and training may be required.	Staff handbook. Accident book records. Personnel records. Risk assessments. COSHH information sheets. Competency records. Disciplinary Procedures. Insurance documents.	Low
Councillor Probity	Councillors fail to meet standards rightly required of them.	Medium	Councillors sign statement of eligibility prior to election. Councillors sign formal Declaration of Interest form at each annual meeting, written Register held by Monitoring Officer and put on website. Councillors sign acceptance of Council Code of Conduct at each annual meeting. Councillors accept formal findings on the detailing process, and accept any Challenge required. Declaration of interest register for the agenda item at each Council or Committee meeting. Suitably qualified Clerk to ensure requirements and report matters to risk advisory authorities when necessary. All complete agree probity investigated if reported to Monitoring Officer when required.	The Clerk will ensure appropriate guidance to Councillors to ensure boundaries are not over-stepped and that proper practices are conducted at all times. Complaints are acted on when appropriate. Misleading reporting formal reporting are acted on promptly. Openness and accountability is required at all times when conducting Council business.	Election forms. Council Code of Conduct. Declaration of Interest Form. Good Councillor guide. Adopted Standing Orders. Council's Financial Regulations. Equality Policy. Minutes of Meetings.	Low
Conduct of Councillors	Councillors fail to meet expected standards of behaviour.	High	Councillors sign acceptance of formal Code of Conduct at each annual meeting. Councillors sign formal guidance on desirable processes and standards of behaviour required. Clerk is suitably qualified to provide guidance on acceptable behaviour and to report breaches to external bodies when necessary. Where required breaches of standards will be formally reported.	The Clerk will ensure appropriate guidance to Councillors to ensure boundaries are not over-stepped. Breaches, non-allowing behaviour is reported throughout all Council activities.	Good Councillor Guide. Council Code of Conduct. Monitoring Policy. Adopted Standing Orders. Equality and Diversity Policy. Written records.	Low
<b>ACTIVITIES</b>						
Risk Assessment	Accidents or incidents during activities damage or injure people or property.	High	Formal risk assessment completed before any activity is carried out. Risks assessed include people, plants and equipment. Control measures in place to mitigate each risk to a minimum. All partner organisations provided with Risk assessment prior to the event. All organisations involved in the event work to the same level Risk assessment.	Standard formal risk assessment documents followed to each type of activity.	Written risk assessments. Signed off by Clerk. Computer records.	Low

Insurance	Insurance does not cover an activity or people involved	High	Public liability insurance renewed every year Public liability insurance covers activities at Council premises. Check with insurers before carrying out any new or unusual activities.	Certificate of insurance clearly displayed at Council offices	Insurance Documents	Low
safeguarding	Volunteers children and adults are placed at risk through Council activities.	High	DBS checks are fully assessed prior to commencement. Where staff, Councilors or volunteers will be working alone directly with children or vulnerable adults ensure DBS checks are in place. Adequate knowledge of safeguarding procedures to enable reporting to line with statutory requirements.	Once Barring Services checks should be renewed every 2 years to support safeguarding measures. MCC events does not operate any activities where staff work alone with children or vulnerable adults. If this were to change new procedures and risk assessments would need to be put in place.	DBS documents. Written risk assessments. Written records of safeguarding reports retained indefinitely	Low
<b>INFORMATION TECHNOLOGY</b>						
Computers and Devices	Data is not secure. Portable devices are lost or stolen. Data is backed up.	High	Individual passwords required for each user on each IT device. Different passwords used for different software. All suspicious activity investigated and reported, including to the police if appropriate. Passwords changed quarterly or immediately if any security breach has been detected. Individual log in security for each software package. Data protection and/or encryption of sensitive or high risk data. Anti-virus protection kept up to date. Software updates installed promptly.	For example Payroll accounting package, HMRC software all require separate passwords.	T policy. Privacy Policy. Data Protection Policy.	Medium
Digital Records	Digital records may become corrupted or lost.	High	Software updates installed promptly. Records of other Council software which is used. Regular back up to an external drive. Back-up drive stored away from office. Fire-critical protection kept up to date. Software updates installed promptly. Data is encrypted.	Click rats back-up on each Friday and keep the back-up drive at her own house.	IT policy. IT support contract.	Medium
Website	Website future results in inability to publish statutory information.	High	Website updated weekly to check functionality. Service agreement with website host that storage enables instant fault reporting and prompt resolution.	Any outage longer than a few days will require the website host to be up-kept. Action necessary to contact the host/ Clerk for information or advice.	IT support contract.	Medium
Data protection	Data protection regulations are breached. Personal data is shared by accident or design. Data breach causes harm or loss.	Medium	Staff and Councilors trained on Data protection regulations. Confidentiality required from all staff and Councilors. Data breach COP regulations treated as misconduct. Personal data processing kept to a minimum. Explicit consent sought where data may be shared. All paper containing personal data are shredded. Regular housekeeping to clear old emails and attachments. Group emails only to be sent via 'Word Carbon Copy' Public and requires Liability insurance.	All staff and Councilors are required to read, understand and comply with the Council's Data Protection Policy and Privacy Notice.	Data Protection Policy. Privacy Notice. Data consent forms. Insurance Documents.	Medium
Insurance	IT Devices and equipment are not properly insured.	Medium	Insurance is in place and level of cover for equipment is reviewed annually. New or replacement equipment is valued then added to the insurance schedule immediately after purchase. Equipment only used at out of office locations when strictly necessary.	All Council Assets are photographed for recording purposes.	Annual insurance documentation. Insured Schedule of Assets.	Low
<b>ASSETS</b>						
Personal other than office	Fire, theft, burglary or other risk. Items are highly valuable.	High	Appropriate and adequate insurance in place. Regular documented inspection reports. Day to day and planned maintenance regime. Photographic records of condition. Full value given to all items with combination code. Changeable daily. Items are formally inspected quarterly by the insurers. Public Trolleys locked between 7pm and 7am. Public Trolleys locked only with fire key. Emergency repairs arrangements for Out of hours repairs.	Assets are set out in the Insurance Schedule, with a financial valuation as well as a detailed cost of replacement. Assets in this category are the Balance Scales, the Trolleys, Play area, Lengths Road Public Conveniences and 2 public notice boards.	Written inspection reports. Photographic records of assets. Photographic records of any harm or damage. Insurance schedule. Insurer's inspection reports.	Medium
IT Assets	Fire, theft, burglary or other risk. Items are highly valuable.	Medium	Regular specialist cleaning of Routers, Disks, Servers and mobile devices. Clear of Office. Adequate insurance cover.	Portable assets include the Mayor's ceremonial staff and chain of office, staff mobile phones and specialist items. Other items are a projector and screen.	Schedule of insured assets containing identity information as well as insurance valuation. Schedule of Assets as part of annual asset risk reporting.	Low
Insurance	Cover is inadequate. Event is not covered.	Medium	Insurance renewal dates monitored by Clerk. Renewal quotations received one month before cover expires to allow review and any amendments. Cover must be sufficient and cover all likely insurable risks.	Assets are valued for insurance purposes at the cost of replacement (RPI). Their actual financial value as an asset may often be lower. New or disposed assets should be reported as and when to the Clerk.	Schedule of insured assets. Insurance certificate and policy.	Low
<b>GENERAL</b>						
Council decisions	Decisions not based on appropriate input given. Decisions not lawful. Decisions not recorded properly. Poor decisions cause reputational damage.	Medium	Decisions require to be taken by a qualified decision maker. Decisions require to be taken at a meeting. Decisions require to be taken at a meeting. Decisions require to be taken at a meeting. Decisions require to be taken at a meeting.	Records book of minutes prepared. Council decisions recorded in full. Complete minutes prepared and signed by the Clerk. Copies of minutes prepared and signed by the Clerk.	Minutes of Council and Committee meetings. Complaints procedure. Complaints records.	Low
Business Continuity	Office is non-computerised and/or damage restricts use of IT devices and telephone. Bad weather prevents staff reaching office.	Medium	Business Continuity Plan. Office log kept away from premises.	A simple plan is in place covering diversion of office phone to home or mobile numbers, working from the laptop, posting notices on the website and access to a short drive vehicle. In instances of bad weather Councilors and staff will be away working from home or office as called upon to hold the staff.	Business Continuity Procedure.	Low
Risk Reporting	Councilors are unaware of contemporary risks. Councilors fail to act effectively to lower risks.	High	Clerk reports monthly to Council meetings on risks, including incidents, accidents and near misses. Formal approval of remediation requested by Clerk when necessary. Annual risk report formally approved at July Council meeting as part of annual audit.	Remember to update any supporting documentation such as Insurance COP or Financial Regulations if appropriate or where measures are amended.	Monthly risk report. Annual audit risk summary. Annual Governance Statement. Council agenda and minutes.	Medium