

Wolverton and Greenleys Town Council Strategic Risk Management Policy



Risk Number	Description of Risk	Type of Impact	Likelihood	Impact	Overall Risk Rating	Internal Controls	Action Needed
Governance							
A1	Breach of Confidentiality	Financial Reputational Strategic	2	3	3	Code of Conduct agreed by councillors and staff.	
A2	Non-Compliance resulting in legal action against the Council	Financial Reputational	1	3	3	Insurance inc. Fidelity guarantee, qualified Town Clerk, and staff. Access to legal advice via NALC and insurers. Risk assessments on processes and projects.	

Adopted

23/05/23

TC23/024

Wolverton and Greenleys Town Council Strategic Risk Management Policy



A3	Resources inadequate for the Council's priorities/needs	Financial, reputational, strategic	1	3	3	Annual revenue budget planned and monitored. Monitored quarterly By the finance committee of the council. Reserves and investment policies in place. Financial regulations applied.	
A4	Ineffective management and use of assets	Financial, reputational, strategic	1	3	3	Develop strategic plan and 3-year financial plan	
A5	Reduction in income	Financial, strategic	2	2	4	Planned budget, prudent estimates of income, regular monitoring	
A6	Budget overspend/variation	Financial, reputational, strategic	1	2	2	Progress against budget reviewed quarterly by the finance committee, with	

Wolverton and Greenleys Town Council Strategic Risk Management Policy



						earmarked and general reserves.	
A7	Planning applications and other consultations not responded to within timescales	Reputational, strategic	1	3	3	Qualified Town Clerk supported by competent staff, scheme of delegations. Trained councillors	
A8	Inadequate record keeping leading to poor decision making	Financial, reputational, legal, strategic	1	3	3	Electronic record keeping. Councillor training	
A9	Loss of Proper Officer - eg long term sickness, vacancy	Financial, legal, and strategic	1	2	2	Locum clerk services available via LGRC, SLCC and others.	
Services	including	Community					
B1	Compliance eg failure to obtain necessary licenses	Financial, reputational, legal,	1	3	3	Risk assessment for all events, H&S and legal advice available from NALC, insurers. Notify	

Wolverton and Greenleys Town Council Strategic Risk Management Policy



						insurers of all new activities. All activities to be authorised by council in accordance with scheme of delegations.	
B2	Public liability ie damage to people or property caused by council members ,staff, volunteers, or contractors	Financial, reputational, legal,	2	3	6	Insurance including public liability, H&S advice available, risk assessments completed for all services and events. Contractor management system to be adopted	
Members/	Employees/Others						
C1	Theft, fraud, property crimes by staff - deliberate action by individuals.	Financial, reputational, legal,	1	3	3	Financial regulations and procedures regularly updated, regular internal audit, segregation of	

Wolverton and Greenleys Town Council Strategic Risk Management Policy



						<p>duties and regular scrutiny by officers and members.</p> <p>Appropriate recruitment selection procedures.</p> <p>Physical cash handled verified by second member of staff whenever practicable.</p> <p>Regular audit and review of internal controls.</p>	
C2	Inappropriate behaviour by staff or members	Financial, reputational, legal,	2	3	6	<p>Code of conduct and HR training for councillors.</p> <p>Training, employee handbook and appropriate management procedures for staff.</p>	<p>Little in the way of sanctions but have signed up to Civility and Respect. All councillors and staff to attend training.</p>

Adopted

23/05/23

TC23/024

Wolverton and Greenleys Town Council Strategic Risk Management Policy



C3	Inappropriate behaviour by others	Financial legal	2	3	6	Insurance, H&S training for staff, risk assessments for activities. Lone working avoided when practicable.	Letter baring a member of the public sent.
C4	Injury or poor work when lone working	Financial, reputational	3	3	9	Lone working policy to be adopted and included in handbook, training to be given, mobile phones for all staff who are lone working, movement records maintained,	Home working assessment need re doing
C5	Threat of or actual violence to staff/councillors	Reputational, financial	1	3	3	Insurance, training, risk assessment for all activities, mobile phones for lone workers, lone working avoided where	

Adopted

23/05/23

TC23/024

Wolverton and Greenleys Town Council Strategic Risk Management Policy



						practicable. See Separate H&S Documentation	
C6	Accident or injury in course of duties	Reputational, financial, legal	1	3	3	H&S Handbook issued to all employees, H&S review annually, H&S advice from EW and insurers, risk assessments undertaken for all activities, PPE issued, and use of PPE monitored training. See Separate H&S Documentation	
C7	Loss of experienced staff - high staff turnover	Financial, reputational, legal, strategic	2	3	6	Code of conduct and HR training for councillors. Training, employee handbook and appropriate management	Training still needs to be done by Councilors

Adopted

23/05/23

TC23/024

Wolverton and Greenleys Town Council Strategic Risk Management Policy



						procedures for staff.	
C8	Employment issues eg high absence levels, poor performance, poor management affecting productivity and well being	Financial, reputational, legal, strategic	2	3	6	Training for all HR Committee, employee handbook and appropriate management procedures for staff eg RTW interviews, appraisals, grievance procedures. Regular reports from clerk to full council.	Again training needs to be done
C9	Contractor Issues - underperformance or other losses caused by delivery of services by third parties	Financial, reputational, legal, strategic	2	3	6	Formal contractor management system to be introduced, regular visual inspection of works, service level agreement for all new	This is in place but we need to be vigilant particularly when taking on work on behalf of MKCC

Wolverton and Greenleys Town Council Strategic Risk Management Policy



						ongoing contracts	
Finance							
D1	Failure to set or demand the precept	Financial Reputational	1	3	3	Precept meeting date set in annual calendar, trained clerk, financial regulations, and budgeting process understood by staff and councillors.	Finance training for Finance committee Filca training for finance officer done
D2	Failure to Collect or review charges	Financial Reputational	2	3	6	Financial regulations and working procedures in place	Ensure all charges are reviewed as part of the budget procedure
D3	Unauthorised expenditure and/or purchasing those results in loss	Financial Reputational	2	3	6	Decision making structure laid out in scheme of delegations, financial regulations in place. Purchase order system in place, finance	

Wolverton and Greenleys Town Council Strategic Risk Management Policy



						<p>officer authorises POs. Invoices matched to POs. All expenditure has Clerk + two councillors authorisations before all payments (except individual petty cash and bank card transactions) Finance Officer checks all paperwork prior to approval.</p>	
D4	Electronic accounts Systems failure, no access to records	Financial Strategic	1	3	3	Accounts provider has backups. The finance officer and at least one other member of the team can	

Adopted

23/05/23

TC23/024

Wolverton and Greenleys Town Council Strategic Risk Management Policy



						access the systems.	
D5	Unexpected Expenses	Financial	2	3	6	Financial regulations and budgeting in place. Appropriate reserves held.	
D6	Control of bank accounts eg insufficient monies to cover expenditure, inability to access accounts, misuse of bank accounts by staff.	Financial Reputational Strategic Legal	2	3	6	Financial regulations and procedures in place which include internal controls ie segregation of duties, all payments require two councillor authorisations, passwords and ids kept securely, no payments authorised without supporting paperwork, bank reconciliations presented to Finance	Cash and cheques are much less used than pre Covid. Look into cashless options

Adopted

23/05/23

TC23/024

Wolverton and Greenleys Town Council Strategic Risk Management Policy



						<p>committee quaterly, Clerk and two Councillors check original statements against reconciliations on a weekly basis. Financial administrator and RFO have access to online statements and cheque balance and cash flow on a regular basis. Transfers of funds between accounts conducted in accordance with financial regulations. Working funds of at least £50,000 are made up if requires by transfers to current account each month</p>	
--	--	--	--	--	--	--	--

Adopted

23/05/23

TC23/024

Wolverton and Greenleys Town Council Strategic Risk Management Policy



						from reserves. Cash and cheques banked at least weekly if presented.	
D7	Credit /debit cards	Financial Reputational + Legal	1	3	3	Policy in place. The credit card remains in the safe unless needed. The fuel card like wise.	
D8	Petty Cash and Cash handling	Financial Reputational + Legal	1	3	3	All cash is kept in a locked safe in an alarmed building. Should substantial amounts accrue two members of staff will deposit the cash. GoCardless has been introduced to reduce cash transactions	Other cashless froms of payment are to be investigates
D9	Collapse of Banks	Financial Reputational	2	3	3	All funds are held in accounts	

Wolverton and Greenleys Town Council Strategic Risk Management Policy



						with UK banks and more than one provider. A Treasury and Investment Policy has been adopted.	
D10	Debtors Payments not received	Financial	1	2	2	Debtors' reports are on Rialtos and monitored by the finance officer. If necessary legal action is taken	
D11	Outsourced payroll: Salaries not paid, NI +PAYE not collected correctly. Over payment or payment for hours not worked. Provider can no longer provide the service. Misconduct by a provider employee	Financial Reputational	1	2	3	Payroll expenditure is checked and authorised by the clerk and two councillors. The payroll agents are suitably qualified and insured. Other suitable providers are available.	
D12	Direct Debits misused or not controlled eg collected after contract has expired	Financial Reputational	1	2	2	Financial regulations determine	

Adopted

23/05/23

TC23/024

Wolverton and Greenleys Town Council Strategic Risk Management Policy



						procedures for direct debit use. Bank statements checked monthly. Members review direct debits annually	
D13	Outsourced accounting: Current company either longer providing the service, misconduct, or poor service	Financial Strategic	1	3	3	Alternative provider can be sourced. Cost may be incurred if it is at short notice.	Check current contract, the provider may be required to pay any additional costs.
IT							
E1	Server Failure or other reason for loss of electronic data	Financial Reputational Strategic Legal + IT	2	3	3	DATTO backups taken externally on an hourly basis	
E2	Hacking/security threats	Financial Reputational Strategic Legal + IT	1	1	3	IT security to be reviewed annually. Firewalls and virus checkers in place. IT policies restrict access to the Council computer system	Two factor authentication

Wolverton and Greenleys Town Council Strategic Risk Management Policy



E3	Breach of confidentiality-failure to comply with Data protection or other legislation	Financial Reputational Legal +IT	1	3	3	Server is segregated and staff profiles are restricted on a need-to-know basis. Password protection on highly sensitive information. The council is registered with the ICO and employs a data controller for case work	Encryption should be considered when transferring sensitive data eg pay roll
E4	Website Failure	Financial Reputational +IT	1	3	3	Website hosted externally, with appropriate backups	
E5	Fire/Flood leading to physical loss of documents	Financial Reputational Strategic + Legal +IT	1	3	2	Deeds and legal hard copy documents stored in fireproof safe	Key documents to be scanned. Minutes are not securely stored. Archiving arrangements need to be considered
E6	Misuse of remote desktop and improper use of Council data eg	Financial Reputational Strategic + Legal + IT	1	3	3		

Wolverton and Greenleys Town Council Strategic Risk Management Policy



	copying data/server to home computer						
Property and	Premises						
F1	Asbestos Management – all Council owned and leased buildings/land	Financial Reputational Strategic + Legal	1	3	3	Asbestos register to be maintained for all premises. See separate H+S documentation	Asbestos reviews done this year. To be regular at locations where asbestos was located.
F2	Buildings not maintained resulting in damage to property or people- all Council owned and leased buildings/land	Financial Reputational Strategic + Legal	1	3	3	Public Liability insurance: All buildings inspected and included in annual H+S review: Budgets to include maintenance for all Council premises	Cyclical maintenance to be documented.
F3	Theft – all property	Financial Reputational Strategic + Legal	1	3	3	Insurance. Up to date asset register and controls on equipment. Key holding and access arrangements reviewed annually	

Adopted

23/05/23

TC23/024

Wolverton and Greenleys Town Council Strategic Risk Management Policy



F4	Criminal Damage/vandalism - all locations	Financial Reputational Strategic + Legal	2	3	6	Insurance: Alarms at Town Hall and Hodge Lea Meeting Place	Insurance policies difficult to get and at-risk if regular claims are made
F5	Fire – all locations	Financial Reputational Strategic + Legal	1	3	3	Insurance: Fire risk assessments for all locations except allotments. See separate H+S documentation	Weekly fire alarm checks introduced
F6	Flood – all locations	Financial Reputational Strategic + Legal	1	3	2	Deemed if occurs to be in small localities	
F7	Personal Injury- all locations	Financial Reputational Strategic + Legal	1	3	3	Insurance: See separate H+S documentation, council policy and procedurs	
F8	Inadequate budget provision- all locations	Financial Reputational Strategic + Legal	1	2	2	All locations included in budget planning. Regular	Cyclical maintenance programme to be included in

Adopted

23/05/23

TC23/024

Wolverton and Greenleys Town Council Strategic Risk Management Policy



						condition surveys+ Maintenance cycles to be introduced	the Strategic Plan
F9	Vehicles –loss theft or damage	Financial Reputational +Legal	1	3	3	Insurance. See also H+S documents, policies +procedures for staff use of vehicles.Risk assessments + traffic management for events	
F10	Double Bookings eg Hodge Lea Meeting Place	Financial Reputational	1	2	2	Electronic Booking System in place	Policy for communication and access to be developed

Wolverton and Greenleys Town Council Strategic Risk Management Policy



F11	Faulty equipment resulting in fire /injury	Financial Reputational Strategic + Legal	1	3	3		
F12	Purchase of unnecessary equipment	Financial Reputational	1	3	3		
F13	Lack of PPE	Financial Reputational Strategic + Legal	1	3	3		
F14	Tenancy Management - Allotments	Financial Reputational Strategic + Legal	1	3	3	Legal advice from NAA +NALC Regular review of services	Allotment Strategy to be developed
F15	Stock Control – goods/service billed not received	Financial	1	2	2	Financial regulations in place	