

Bude-Stratton Town Council – Annual review of Corporate Risk 2022-2023

<p>Likelihood A: Almost Certain B: Likely C: Possible D: Unlikely E: Rare</p>	<p>Impact 1: Catastrophic 2: Major 3: Moderate 4: Minor 5: Insignificant</p>
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Area	Risk(s) Identified	Likelihood	Impact	Management/Control of Risk	Action Required
Assets					
The Castle Castle Grounds Bandstand The Parkhouse Centre Shorelands View (Works Unit) Parkhouse Car Park Triangle Summerleaze Downs Maer Gardens Helebridge Barge Workshop Shalder Hill	Protection of physical assets.	C	2	Buildings and property insured Fire alarm & fire equipment annual check Weekly fire alarm test Personal Appliances annual electrical test Weekly checks conducted of remote locations e.g. cemetery Insurance policy reviewed annually	

<p>Neetside Road Old Forge Castle Tea Rooms Poughill Cemetery Poughill Car Park Bencoolen Play Area Poughill Play Area Rattenbury Gardens Bude Library Crooklets Toilet Block The Crescent Toilets Summerlease Toilets Crooklets Play Area Summerlease Play Area Poughill Toilet Stratton Toilet</p>					
<p>Security of above assets</p>	<p>Inadequate security of buildings, equipment etc.</p>	<p>C</p>	<p>3</p>	<p>Buildings secured outside working hours Staff vigilance and regular patrols Adequate lighting CCTV coverage of Parkhouse and Castle Grounds extended Security contract in place Regular liaison with Police</p>	<p>Maintain existing procedures</p>

				established	
Maintenance of above assets	Inadequate maintenance of buildings etc.	D	3	Planned maintenance programme Property budget Asset maintenance programme approved	More detailed schedule to be developed for each property
Insurance	Inadequate cover or over insurance increasing costs unnecessarily	E	3	Annual review of insurance with brokers Annual review of asset values Revaluation of property assets undertaken in 2017 Insurance review reported to Full Council	Maintain existing procedures
No. 1 Lords Court	Repair and maintenance costs. Need to ensure compliance with Residential lettings regulations.	B	1		Establishing Property Committee to manage project Commissioning professional reports to prepare refurbishment programme
Finance					
Precept	Overspend of operational budget	B	2	Budget and Precept considered	Economic uncertainties still prevail over Council

	<p>and/or inaccurate setting of Precept level realising demand on Reserves</p> <p>Inflation, especially energy costs are at increased risk</p>			<p>by Full Council</p> <p>Sound budgetary control and reporting to Oversight Committee</p>	<p>activities and risks to income streams from Castle, Parkhouse and Car Parks. Close monitoring required.</p> <p>Use of reserves to balance budget is only sustainable for a period, other budget balancing strategies will be required.</p>
Bank and Banking	Bank errors and/or inadequate checks leading to financial irregularities	E	4	Bank reconciliation each month	Maintain existing procedures
Financial controls and records	Inadequate records leading to financial irregularities	E	3	<p>Internal & external audit presented to Full Council</p> <p>Regular Oversight Committee meetings</p>	<p>Maintain existing procedures</p> <p>To introduce Internal Control Checklist</p>
Computer records	<p>Loss of data through system error or theft</p> <p>Cyber-crime and hacking an increased threat to all public services</p>	C	2	<p>Server and server backed up. Accounts back up to server and remote hard drive</p> <p>Moved to Office 365 for greater resilience and security</p>	Maintain existing procedures and review protection with service provider

Cash	Loss of income or unforeseen major expenditure leading to cash flow problems	C	3	Ensure adequate reserves Ensure adequate insurance cover	Maintain existing procedures Keep under review impact on income in the case of economic downturn
Cash	Loss through theft or dishonesty.	D	4	Receipts issued matched to invoices Unbanked cash locked in safe Cash banked regularly Petty cash reconciled at least monthly	Maintain existing procedures
Budget	Inadequate budget preparation leading to inability to fulfil obligations	D	2	Budget considered Full Council Income and expenditure considered quarterly Virements and movement of reserves made where necessary	Review of budget during course of financial year
Tenders	Best value not achieved	E	3	Financial regulations detail procedures to be followed. Fin Regs have been review in year Contracts Finder routinely used.	Maintain existing procedures
Payments	Goods not supplied	D	4	All invoices recorded and filed on receipt	Maintain existing

	but invoiced Invoices incorrect Invoices unpaid			Invoices checked for accuracy and for receipt of goods and services Three signatories on cheques and initialling of cheque stubs outside of council meetings. List of cheques presented to full Council monthly and Finance Committee monthly	procedures
Cheque Books	Loss of cheques Fraudulent use	E	3	Cheque books kept in safe No blank cheques signed	Maintain existing procedures
Receipts	Services provided by Council but not paid for	E	4	Bookings diary checked weekly and invoices issued monthly Non-regular users asked to pay in full prior to accepting booking List maintained of regular invoices Early chasing of debtors	Maintain existing procedures Faster chasing of CC monies owed
Salaries	Incorrect payments to staff (rates, NI, tax)	D	3	Suitably qualified person appointed to manage payroll Payroll checked by separate officer prior to approval. All correspondence filed	Maintain existing procedures

				Internal audit	
Salaries	Payments not made to HMRC	E	2	Payments processed by Finance Officer and checked and signed off by Town Clerk Internal audit	Maintain existing procedures
Salaries	Pension contributions not made to CC	E	3	Payments processed by Finance Officer and checked and signed off by Town Clerk Internal audit	Maintain existing procedures
Councillor Allowances	Non-payment of tax	E	2	Councillors allowances processed through Sage Payroll and tax deducted according to individuals tax codes	No action required
VAT	Errors in calculation Payments not made to HMRC	D	3	Comply with HMRC regulations Quarterly returns made Internal audit	Maintain existing procedures
Liability					
Third parties	Risks to third party, property or individuals	C	2	Public & Products liability insurance in place (limit of indemnity £10m) Risk assessments of individual events submitted / reviewed	Insurance cover to be reviewed annually

				<p>Training programmes in place</p> <p>Play area checklists revised for better record keeping</p>	
Trees	Given past events the falling of further trees on Council controlled land	C	1	Trees in public places are regularly inspected by the Facilities Team and remedial measures taken when identified	Review formal inspection regime and commission any necessary inspections and works
Staff	Compliance with Employment Law and employment disputes	C	2	<p>Employer Liability insurance in place (limit of indemnity £10m)</p> <p>Stellard Kane contracted to provide employment services and advice</p>	<p>Insurance cover to be reviewed annually</p> <p>HR policies and practices still require some review</p>
All personnel	Health & Safety matters	D	2	<p>Health & Safety policy in place</p> <p>Facilities Manager qualified and installing higher level of diligence to H&S matters</p>	Maintain existing procedures
Legal	Conduct of Council business is ultra vires or outside current regulations	B	3	<p>General Power of Competence established</p> <p>Town Clerk CiLCA qualified</p> <p>Fin Regs and Standing Orders reviewed and updated</p>	<p>Legal advice to be sought where required</p> <p>Policy review still requires attention</p>

Administration					
Councillor propriety	Incomplete register of interests and lack of understanding of Council procedures from newly elected Cllrs	C	3	Regular reminder to members Civility and Respect Pledge signed	Maintain existing procedures Induction of incoming Cllrs to continue. Training records to be collated.
Councillor/staff propriety	Breach of confidentiality	D	4	Regular reminder to members/staff	Maintain existing procedures
Reports and records	Improper and untimely reporting of meetings via the minutes	D	3	Council to meet monthly to receive note minutes of meetings held in the interim Minutes to be made available to press and public at Town Council office and via the Council website	Maintain existing procedures
Information Governance	Non-compliance with new GDPR	C	2	Training undertaken and procedures reviewed and revised	On-going consideration of compliance Data Protection Impact Assessment to be reviewed
Annual Return	Inability to conduct year end close on time/not submitted on time	D	2	New internal auditor appointed Plan year-end cash-ups and stock takes	Maintain existing procedures

				Year-end procedures documented	
Partnership/ Contracting					
Public conveniences	Budgets- utility costs have been difficult to establish. More provision has been established at Poughill and Stratton	B	3	Budget monitoring Variation in the levy possible Utilities now sub-metered to clarify actual costs Leases give an opt-out route	Costs are still variable and uncertainties remain both in operational costs and longer term maintenance liabilities. Continue to review the situation.
Project resources	As an ambitious Council there are a number of major projects underway or under active consideration	A	2	Project and Programme management and monitoring techniques are deployed	Prioritisation of projects and matching to resources needs further attention. Sufficient Cllr, Officer and specialist contractor resource will need to be devoted to each project.
Grass cutting	Changes to service requirements could impact on income and resource	C	3	Discussions to clarify changes to services and charge out rates completed	To be kept under review

	requirements				
Compass Point	Completion of all project deliverables on time and within budget	C	2	Project team of professional staff and advisers in place. Regular monitoring of contractor and liaison with Lottery funder.	
Skate Park Project	Legal, possession of Land, Planning and Funding hurdles to be addressed.	C	3	Staged approach being adopted, which will limit risk and financial exposure.	
Service					
Food hygiene	Loss of five star rating at Castle and reputational risk	E	3	All relevant staff food hygiene certified Records kept up to date	
Anti-Social Behaviour	Causing distress to customers and Staff	B	3	Procedures for reporting to 101 established CCTV coverage of Parkhouse and Castle Grounds extended Regular liaison with Police established	Take action where perpetrators identified
Staffing Resources	Ability to recruit and retain staff with necessary skills to maintain operation	B	2	Standard HR processes are in place	HR Process and Pay Review underway Recruitment of Town

	of Council Services				Clerk underway
Environmental					
Carbon footprint	Failure to decarbonise council operations with impact on Climate emergency	C	1	Climate Emergency declared Climate Action Plan agreed Carbon audit undertaken Green electricity contracts Operational and equipment changes	Delivery of Carbon Action Plan on-going
Biodiversity	Decisions and operations impacting negatively on environment	C	1	Environmental Policy adopted and implementation underway Pesticide Free Status	No Mow May areas extended Land management plans being established for each parcel

Full Council 5th April 2023