



## SANDOWN TOWN COUNCIL

### RISK REGISTER

#### **Definition of Risk Management**

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

#### **Purpose of Document:**

This document has been produced to enable the council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed
- Identify what the risk may be
- Evaluate the management and control of the risk and record all findings
- Review, assess and revise if required.
- Risk levels, high, medium and low ( H,M,L)

<b>MANAGEMENT</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>Level</b>	<b>Management/ Control of Risk</b>	<b>Review/Assess/Revise</b>
<b>Forward planning</b>	<p><b>The council recognises the need to make informed decisions in a planned and sustainable way, to avoid reactive responses and short-term fixes that may cost more in the longer term.</b></p> <p>In 2021, members met and agreed priorities for short, medium and longer terms, in line with public consultation, and established working parties, involving stakeholders and taking forward priorities to timescales, and reflected in budget.</p>	<b>M</b>	<p>The council must have and work to a forward plan.</p> <p>As a minimum this should be for at least the duration of the term of office.</p> <p>This was reported and agreed in Feb 2018 but not actioned.</p> <p>Members discussed the need for town plan, and recognised costs and logistical issues, including scoping of the plan, with the existing working party structure to take forward identified priorities over the term of the Council.</p>	<p>Agree a forward plan</p> <p>Review quarterly</p> <p>Review prior to budget.</p>
<b>Risk Assessments</b>	Risk assessments are now in place for all the councils provisions and are undertaken for each event.	<b>M</b>	Risk Assessment should be reviewed on annually.	Review at least annually
<b>Business Continuity</b>	<p>Council not being able to continue its business due to an unexpected or tragic circumstance.</p> <p>Historical records have been logged and archived. Work is underway to identify all licenses and contracts, create a file map and procedures.</p> <p>All ICT equipment has been updated, VOiP has been introduced and staff can work from home effectively subject to access to hard copy documents.</p>	<b>M</b>	<p>All files and recent records are kept in the office.</p> <p>The clerk makes regular back up of data files.</p> <p>File Map Central list of ongoing and regular tasks. Central procedures. Register of Licenses.</p>	<p>Review when necessary</p> <p>Ensure procedures below are undertaken</p>

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<b>Meeting location</b>	Adequacy Health and Safety  Microphones do not function correctly limiting public ability to hear discussion.	L	Since April 2018, all meetings are now held in the Broadway Centre which has a full risk assessment of the premises and is fully compliant.  Blinds fitted to all windows to ensure privacy.  Microphone system needs to be repaired or replaced. Quotes have been obtained, following site visits arranged to inform future implementation.	Existing procedures are adequate.  Existing procedures adequate.
<b>Council Records</b>	Loss through theft, fire, damage	L	Some older records are retained at the IW County Record store.  All records kept in council office storeroom and document retention policy implemented.	Fire alarm in situ – doors all securely locked in offices when vacated.
<b>Council Records electronic</b>	Loss of records through equipment failure.	L	Documents are stored on the cloud and backed-up to an external drive monthly.  Adequate antivirus protection to be in place.	External hard drive back-up of electronic files produced and kept in safe.
<b>Clerk</b>	<b>Loss of qualified clerk</b>          <b>Loss of General Power of Competence</b>	<b>M</b>          <b>H</b>	The council must understand and support the Clerk's role. Councillors must adhere to their own specific roles and responsibilities only and not interfere with the Clerk's.  Deputy Clerk position created, and appointment made to remove single point of failure and provide succession planning.  Reserves should be held to enable training for CILCA qualifications in the event of the experienced clerk resigning and an unqualified	Councillor training must be undertaken.          Adequate reserves held

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		M	person employed as replacement (bearing in mind that it would take at least 1-2 years to obtain the required qualification). Deputy Clerk to hold/train for qualification, and there was a 2-month void of Clerk/s in previous Council.	Adequate
	Fraud	M	The requirements of Fidelity Guarantee insurance must be adhered to	
	Training	M	The Clerk/s should be provided with training as requested, reference books, access to assistance and legal advice via SLCC and time to attend IWSLCC training and meetings and research.	Purchase revised reference books, renew Membership of SLCC and provide and pay for Clerk's time to read and research information.

<b>PHYSICAL EQUIPMENT OR AREAS</b>				
<b>Area</b>	<b>Risk</b>	<b>Level</b>	<b>Control of risks</b>	<b>Review/Assess/Revise</b>
<b>Assets</b>	Loss or Damage Risk/damage to third party(ies) property	M	An annual review of assets is undertaken for insurance provision and maintenance schedule. Standing Orders refer to procedure for asset disposals.  All repairs and relevant expenditure for repairs are actioned /authorised in accordance with Standing Orders.  All Leases/licences held in filing cabinet for review as required and proof of ownership	Existing procedures now adequate
<b>All equipment Seats/Signs Toilets Play area</b>	Vandalism and accidental damage  Increased anti-social behaviour has been experienced.	M	Insured against theft and damage. Regular inspections of playground/skate park areas Inspections are on going, including IWC Environmental Officer and additional support sought.  New facilities designed to reduce instances of vandalism.	Insurance adequate and increased when new equipment installed  CCTV to be considered/increased across sites.

	Inspections, on-going maintenance and repair.		Any damage logged. RoSPA inspection undertaken annually Inspections to be contracted or training undertaken for completion in house. Maintenance schedule to be created and monies needed to be allocated for ongoing maintenance, this should also be considered when equipment is installed.	Annual risk assessments on all facilities and equipment undertaken
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LEGAL LIABILITY				
Area	Risk	Level	Control of Risk	Review /Assess/Revise
Legal Powers	Illegal activity or payments	L	All activity and payments made within the powers of the Town Council (not ultra vires) and to be resolved and clearly minuted.	Existing standing orders and financial regulations are adequate.
	Committees / Working Parties	M	Ensure established with clear terms of reference to limit any councillor acting beyond their remit.	Existing procedures adequate if councillors adhere to the rules.
Council meetings	Legality	L	Minutes and Agenda are produced in the prescribed timescale by the Clerk and adhere to legal requirements.	Existing procedures adequate
	Non-compliance with statutory requirements	L	Minutes are approved and signed at the next Council meeting and displayed according to the legal requirements.	Members must adhere to rules and the Code of Conduct
	Business Conduct	M	Business at meetings should be managed by the Chair. Councillors should adhere to the rules and regulations.	All Chair should undertake training to understand the role.
	Recording of council business – Poor quality and poor practice	M	Recordings of meetings for social media purposes should ensure that all councillors, are clearly identifiable, when possible. Alternatively, the Town Council could consider purchase of suitable equipment to record the meetings to an acceptable standard.	Review as appropriate.

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<b>Members interests</b>	Conflict of interests	M	Councillors have a duty to declare any interest either at the start of the meeting or during the meeting, if necessary.	Existing procedures adequate
	Register of members interest	M	Register of interest forms to be reviewed annually	Members take responsibility to update their own Register.
<b>Safe keeping of Council Document</b>	Proper document control	L	Documents are held in locked cabinets or password protected.  All other data is stored in compliance with the Data Protection Act Policy and GDPR	Existing procedures adequate
<p><b>Date of Meeting approved:</b> _____ <b>Minute no:</b> _____ <b>Date of Next review:</b> February 2023</p>				