

PORTISHEAD TOWN COUNCIL RISK ASSESSMENT

Assessment date: July 2020
Review date: July 2021

Practitioners guide March 2020 - the authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered that could have financial or reputational consequences.

Area	Risk Identified	Impact	Assess Risk	Address & Control of Risk	Review of Risk Control	Action Required
Financial	Failure to comply with HMRC VAT Regulations		Low	VAT is properly administered, VAT claims are completed and submitted promptly.	No exceptions noted. Process is documented as part of month-end checklist.	
Financial	Failure to comply with HMRC Payroll Regulations		Low	Payroll is conducted with HMRC accredited SAGE software that has support line.	No exceptions noted.	Monthly payroll checklist to be prepared.
Financial	Loss of money through misappropriation		Medium	Secure arrangements in place for cash held. Prompt arrangements for recording/banking income. Bank Mandates in place. 2 cheque signatories required. All electronic payments require approval of two Councillors before payment. Electronic banking requires dual payment approval. Bank reconciliations done monthly & reported to TC Insurance cover in place.	Limited cash (<£250) held on premises & kept locked. No exceptions noted. All bank mandates require dual councillor signature. No exceptions noted. Schedule of payments prepared regularly and approved. Card reader physically secured, but single authoriser. No exceptions noted. Fidelity Guarantee Insurance of £1m in place.	Implement dual elec banking payment approval.
Financial	Failure to keep proper financial records		Low	Clerk/RFO has responsibility. Financial Regulations are in place. Independent Internal Audit arrangement in place. Quarterly financial reports presented to Committee.	Clerk has relevant financial qualifications. Financial Regulations last reviewed May 2018. No exceptions noted in 2019/20 IA report. Quarterly Financial report approved by S&F Comm.	To review FR's by September 2020. To review Internal Audit arrangements by Sept 20.
Financial	Failure to maintain an effective payments system		Low	RFO authorises payments. All payments are supported by invoice. All RBS postings are checked by RFO. All payments made are reported to/approved by TC. See payment and signatory approval in loss of money through misappropriation above.	No exceptions noted.	
Financial	Failure to set a precept within sound budgeting arrangements		Low	Budget produced by RFO following agreed timetable. The precept is set based on a budget agreed by TC. Reserve levels are reviewed to ensure within acceptable limits. Expenditure against budget is monitored and reported to Committee on quarterly basis.	No exceptions noted.	
Financial	Failure to maintain record of council assets		Low	All acquisitions/disposals are accurately & promptly recorded. Asset Register is maintained. Periodic inventory checks are done.	RBS has separate GL code for capital purchases. Asset register reviewed and updated to 31 March 20. No inventory is maintained by PTC.	
Financial	Poor Financial Management and Investment Decisions Failure to review interest rates		Low	RFO is responsible for financial procedures (FR's). Investment policy is maintained. Effective budgeting scheme is in place. Monthly review of investments held.	No exceptions noted. Investment policy in place but requires review. Annual budget loaded to RBS and reporting from RBS. Interest checked as part of month-end close.	Review of Investment policy & checklist for review of investments required.

Financial	Loss of consequential loss of income, business disruption risk.		Low	Insurance cover for business interruption and consequential costs.	Insurance coverage reviewed and renewed in May 2020. Cover includes Loss of Gross Revenue of £96k and Consequential Costs cover of £100k.	
Governance	Failure to maintain & update register of interests/gifts		Low	PTC Code of Conduct (CoC) 2012 sets out Councillor responsibilities to declare & update interests.	Cllrs reminded annually to review Register of Interests - review conducted July 2020. LGA Model CoC is currently subject to review & consultation. PTC CoC is consistent with Model CoC.	<ul style="list-style-type: none"> •Include Register of Gifts in CoC & annual review. •Review and update PTC CoC at time of next election, consistent with any Model CoC changes.
Governance	Failure to comply with regulations in conduct of meetings and administration		Low	Standing Orders are in place.	Standing Orders last reviewed October 2019.	To review Standing Orders by September 2020.
Governance	Failure to notify gifts.		Low	All staff/members are aware of responsibilities.	A gift register has not been required to date.	Staff and Cllrs to be reminded annually to report gifts (if any).
HR	Failure to comply with employment law and manage, train and protect staff		Medium	Staff written contracts/terms statements in place. Compliance with employment law. Staff adequately trained. Record of staff training. Appraisal of staff on annual basis. Job descriptions for each employee. Attacks on staff and accidents.	No exceptions noted. SW Councils retained as service provider/advisor. Number of new staff require training. No central record of training kept. Staff Appraisal Policy in place. Job descriptions kept but may be out of date. Lone Working Policy in place & EL insurance cover.	<ul style="list-style-type: none"> •Employment Law training required for key staff. •To identify training needs as part of appraisal. •To implement staff training record. •To review and conduct annual staff appraisals. •To review/update job descriptions.
HR	Loss of key staff		Medium	Procedures for key functions are documented. Multiple staff trained to cover key functions.	Process and guidance manuals for RBS system and SAGE payroll are available. RBS month-end checklist has been prepared. APS month-end process requires cover & process.	<ul style="list-style-type: none"> • To train a second staff member on RBS sales and purchase ledgers (incl room hire) & prepare process checklists. • To train second staff member on RBS month-end close process. • To train second staff member on monthly SAGE payroll & prepare payroll checklist. • To train second staff member on APS month-end process & prepare checklist.
HR	Clerk and staff are appropriately trained and informed of regulatory change.		Medium	Clerk is qualified/trained. Training & Development Policy is in place. Council Subscribes to appropriate publications.	Clerk to undergo CILCA & join SLCC. Training & Development policy reviewed Oct 2018. Subscription to LCR and The Clerk magazines. Access to NALC and ALCA online resources.	<ul style="list-style-type: none"> •Clerk to commence CILCA and join SLCC by Oct 20. •To review/update Training & Development Policy. •To conduct review of publications.
HR	Disability & Discrimination Act requirements		Low	Provisions of the act are met. DSE assessments carried out annually.	Unclear when last DSE checks were completed.	DSE assessments to be completed.
HR	Health & Safety Regulations are complied with and checks carried out.		Low	Periodic inspections of office & building condition carried out. Tests for Legionella, PAT, Gas and Electric inspections conducted.	Carried out on ad-hoc basis - no exceptions noted but health & safety professional inspection service recommended to be obtained to formalise and record health & safety records.	To enter into support agreement with professional health and safety advisor and implement quarterly H&S review meeting with caretaking staff.
IT	Crash of IT System		Medium	Backup of server files to One Drive. RBS System monthly backup (RBS backup service).	Elderly on premises server is prone to outages and has limited capacity - although no data loss suffered to date there are performance issues. One same RCD circuit as other electrics, no separate surge or circuit protection.	<ul style="list-style-type: none"> • Consider modernisation of IT infrastructure, ideally with cloud provision of applications and data storage to reduce on-premises risk. • To consider secondary backup system in addition to One Drive.
IT	Hacking, Cyber-attack and malware		Medium	Office 365 windows security operational. EndPoint Security anti-virus on all machines. IT support provided under retainer contract. All computers password protected.	No specific cyber insurance in place to cover financial loss from cyber-attack. Unclear if all computers programmed to lock after period of non-use.	•Cyber-insurance cover to be obtained.
IT	Loss/damage from unauthorised use		Medium	Restricted access though Windows user accounts and all computers password protected. Access to sensitive information on network drives is restricted to certain users. Server room is separate from office & kept locked at all times.	Unclear if all computers programmed to lock after period of non-use. A secure record of log-in details and other important passwords needs to be held.	<ul style="list-style-type: none"> •Set all computers to auto-lock and remind users to lock screens when away from desks. • To keep written record of user log-in and password details in safe.

IT	Website not compliant with GDPR and accessibility requirements		Low	Website has GDPR and FOI statements and pop-ups.	Website is currently not certified as compliant with The Public Sector Bodies Accessibility Regs 2018.	To conduct review of GDPR and Accessibility requirements and compliance by 23 Sept 2020.
Legal	Legal liability as a result actions and assets		Medium	Reputable insurance carried for all risks.	Insurance coverage reviewed and renewed in May 2020. Cover includes Property £4.2m, EL £10m, PL £10m. Periodic (5 year) review of insured values.	
Legal	Ensure all activities and expenditure fall with legal powers		Medium	Expenditure and decisions reviewed by RFO and approved by Council/Committee. <u>Separate GL record of s137 expenditure maintained.</u>	No exceptions noted.	To record legal basis on expenditure in council/committee resolutions.
Property	Risk of loss of assets from fire, theft, damage and other risks		Medium	Reputable insurance carried for all risks.	Insurance coverage reviewed and renewed in May 2020. Cover includes Property £4.2m, EL £10m, PL £10m. Periodic (5 year) review of insured values.	To confirm when next 5 yearly buildings insurance valuation is required.
Property	Security of assets & documents		Medium	Asset Register Maintained. All buildings locked & alarmed. Security of access keys, ensure keys to office only issued to council staff and Chair. Signatures required for issue of entry keys.	Asset Register reviewed & updated to 31 March 2020 Two Halls have burglar alarms, risk at third hall is considered low. All office doors and filing cabinets are kept locked. FH where office & documents are kept has monitored fire alarm system, other halls have fire alarms.	Key register is required for all 3 halls entry and FH office entry. Signatures required for issue and receipt of keys.
Property	Lack of maintenance		Low	Procedures in place for maintenance and inspection of buildings.	Procedures in place for Legionnaires, PAT, Burglar, Fire, Gas, Electrical Installation testing and inspection.	Full list and log to be maintained as part of Health & Safety Policy.
Property	Breach of disabled and disability requirements.		Low	Disabled and disability access is provided to all Council buildings.	Access ramps and disabled toilet provision in all buildings. Lift access to FH upper floors.	External H&S professional support contract is recommended.
Reputational	Failure of Cllrs to act in accordance with Code of Conduct.		Medium	Councillors trained to ensure they are aware of statutory responsibilities. Co-opted Members are sent on training courses.	Cllrs received training after May 2019 election and were provided with induction pack and Good Councillor Guide.	
Reputational	Failure to meet statutory duties for public meetings		Low	All members are notified of meetings by way of summons and agenda provided 3 clear days prior to meeting. Copy of Summons/Agenda posted on website and FH Notice Board.	No exceptions noted in year.	
Reputational	Proper, timely and accurate recording of council business is recorded in minutes with actions & decisions noted.		Low	Public meetings are recorded, draft minutes made available for review & subsequently approved. Minutes are signed, paginated and archived for indefinite safe keeping, with pdf copy provided on website.	No exceptions noted in year. Summary record of actions and decisions has been kept for management purposes since April 2020.	To review past actions & decisions to include in logs.
Reputational	Failure to respond to the elector's wish to exercise its rights		Medium	Members and staff are aware of Electors' Rights. All enquiries are dealt with in accordance with Model Publication Scheme and Freedom of Information Act.	No exceptions noted but Publication Scheme should be accessible on Website and publication compliance with Transparency Code 2015 requires review.	<ul style="list-style-type: none"> To provide Publication Scheme on website. To review requirements & compliance with Transparency Code 2015.
Reputational	Breach of confidentiality and compliance with Data Protection/ GDPR.		Low	DPA registration in place and renewed annually. GDPR policies and procedures are in place. Confidential items are kept in locked cabinet or access restricted data files.	DPO Registration in place to 17 May 2021. No exceptions noted. No exceptions noted.	
Reputational	Incorrect use or inappropriate use of Social Media & website.		Medium	A Social Media Protocol for Members was adopted in September 2019.	No exceptions noted but the Protocol does not extend to staff and social media use by the Council.	To review and extend Social Media use Policy.