



## **Risk Management at Blaenavon Town Council**

### **POLICY STATEMENT**

Blaenavon Town Council is fully committed to representing the interests of the community. It will provide and assist others in the provision of services that will benefit the community it serves.

To ensure that the Town Council sustains its ability to fulfil its objectives a strategy for the effective management of risk has been put in place

This will:

1. Develop and maintain procedures for identifying and evaluating risks.
2. Ensure an effective response to risk is monitored and observed.
3. Provides sound and adequate systems of internal control.
4. Ensures a regular review of risks.
5. Provides ownership and awareness to members and staff.

It is the responsibility of members and staff to have regard to risk when undertaking their duties to minimise risk and maximise safety ensuring that the Council meets its objectives.

### **KEY OBJECTIVES**

1. To undertake a representative role to promote the social, economic and cultural wellbeing within the World Heritage Town of Blaenavon and the Community it serves.
2. To provide focus and leadership by engaging the community through clear channels of communication.
3. To deliver bespoke services and provide amenities economically and effectively in line with budgetary constraints.
4. To assist local and regional organisations in the delivery of beneficial services and events to the community.

### **THREATS TO ACHIEVING KEY OBJECTIVES**

#### **Financial and Administrative**

1. Insufficient funding.
2. Fraud, error and theft.
3. Inefficient and defective financial systems

4. Security of monies reserves etc.
5. Staffing Issues:
  - Inadequate staff development and training.
  - Absence for sickness.
  - Insufficient budget provision.

### **Loss and Use of Assets**

(Covering buildings, furniture, equipment, and I.T)

1. Fire.
2. Act of God.
3. Theft, Damage and Vandalism.
4. Inadequate Premises and Equipment.
5. I.T viruses and Server Problems.
6. Damage to Water, Electricity, Telephony and Gas Supplies.

### **Legality**

1. Ultra Vires (Operating outside of its Powers)
2. Non-compliance

### **Operational**

1. Accidents.
2. Liability - Third parties / members /staff.
3. Negligence.
4. Poor communication.

### **Political / Reputation**

1. Goodwill
2. Adverse publicity
3. Partnership working with Neighbouring Councils, local organisations and Principle Authority TCBC

### **Special Events**

1. Heritage Day.
2. Mayor's Civic Service.
3. Remembrance Day Parade.
4. Town Council Carol Service.
5. Christmas Tree / Lights.
6. Christmas Cracker Event.

### **Examples:**

- Spectator Safety.
- Road Closure Orders.
- Policing.
- Insufficient resources / Funds.
- Health and Safety Issues.
- Vandalism / Criminal Damage.
- Insufficient Publicity.



# **Blaenavon Town Council**

## **Risk Register**

**2020/21**

**Approved and adopted: May 2020**

## Administrative and Financial

RISK	H/M/L	OUTCOMES	RESPONSE	RESIDUAL RISK	ACTION REQUIRED, ONGOING, COMPLETED
Inappropriate allocation of resources.	H	Unable to fully deliver services	<ul style="list-style-type: none"> <li>• Prepare annual budget and request required precept.</li> <li>• Monthly monitoring of actual against budget</li> </ul>	L	<p>Quarterly review by appointed members. Commenced September 2017</p> <p>Budget review November 2019</p> <p>Clerk / RFO to complete</p>
Loss due to error fraud and inadequate systems of internal financial control	H	<p>Reputational loss, cost, and inefficiencies.</p> <p>Staff disciplinary / dismissal</p>	<ul style="list-style-type: none"> <li>• Financial Regulations and Standing Orders</li> <li>• Sound systems of internal control and checks</li> <li>• Maintenance of up to date financial records</li> <li>• Monthly statements and bank reconciliation</li> <li>• Preparation of annual accounts</li> <li>• Six monthly internal audits</li> <li>• Financial recording system rebuilt and implemented in July 2017</li> </ul>	L	<p>Quarterly review by appointed members. Commenced September 2017</p> <p>Financial Regulations and Standing Orders reviewed and adopted in May 2020</p> <p>Budget review November 2019</p> <p>Insurance Policy review March 2020.</p> <p>Internal auditor completes interim financial report. Commenced in April 2020</p> <p>Clerk / RFO to complete</p>

			<ul style="list-style-type: none"> <li>• Annual external audit</li> <li>• Insurance cover for loss</li> </ul>		
Insecurity of monies	H	<p>Loss of reputation and financial risk.</p> <p>Staff disciplinary / dismissal</p>	<ul style="list-style-type: none"> <li>• Sound and adequate banking arrangements.</li> <li>• Prompt banking of income</li> <li>• Provision of electronic safe installed in Clerk's office</li> </ul>	L	<p>Safe installed in July 2017.</p> <p>Quarterly review by appointed members. Commenced September 2019</p>
Poor and inefficient administration	H	<p>Loss of reputation and financial risk.</p> <p>Staff disciplinary / dismissal</p>	<ul style="list-style-type: none"> <li>• Staff and members development training as per One Voice Wales training schedules.</li> <li>• Professional Qualifications namely the Certificate in Local Council Administration (CiLCA) completed by Clerk via the Society of Local Council Clerks (SLCC)</li> <li>• Insurance cover for negligence</li> <li>• Contingency budget provision</li> </ul>	L	<p>Membership of One Voice Wales completed in June 2017. Training courses attended by Clerk and members.</p> <p>Further training booked for 2020</p> <p>Clerk now a member of SLCC and undertaking professional accreditation in early 2019. (ILCA and CiLCA)</p>
Poor and inefficient exercise of responsibilities	H	Loss of reputation and financial risk.	<ul style="list-style-type: none"> <li>• Councillor development training.</li> </ul>	L	<p>As above.</p> <p>Clerk to monitor and complete</p>

		Staff disciplinary / dismissal	<ul style="list-style-type: none"> <li>Insurance cover re negligence</li> </ul>		training needs analysis (TNA)
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## **Loss of Use of Assets**

<b>RISK</b>	<b>H/M/L</b>	<b>OUTCOMES</b>	<b>RESPONSE</b>	<b>RESIDUAL RISK</b>	<b>ACTION REQUIRED, ONGOING, COMPLETED</b>
Fire	H	Loss of use of assets, unable to deliver services	<ul style="list-style-type: none"> <li>Insurance cover</li> <li>Alarms and extinguishers etc installed in liaison with premises landlord TCBC</li> <li>Staff training</li> <li>Regular drills and inspections in liaison with premises landlord TCBC</li> </ul>	L	<p>Annual inspection and testing of equipment to meet industry standard requirements.</p> <p>To be completed in January 2020</p> <p>Regular monthly checks to be completed by Clerk.</p> <p>Commencing January 2020 when equipment inspected.</p>
Act of God	L	Loss of assets	<ul style="list-style-type: none"> <li>Insurance cover</li> <li>Consultation with landlord TCBC</li> </ul>	L	<p>Yearly review with Insurance company.</p> <p>Policy review in March 2018. Clerk to complete.</p> <p>Landlord review.</p>
Theft Damage and Vandalism	M	Loss of use and expense	<ul style="list-style-type: none"> <li>Insurance cover</li> <li>Burglar alarms</li> <li>Security and crime</li> </ul>	M	As above



			prevention awareness		
Inadequate premises and equipment.	L	Inefficient service  Health and safety risks to staff and members.	<ul style="list-style-type: none"> <li>Planned replacement programme financial and I.T provision</li> </ul>	L	Annual review of existing arrangements and provisions together with a schedule of planned maintenance  Clerk to ensure compliance
Maintaining assets and structures up to acceptable standards	M	Inefficiencies arising from breakdowns and lack of repair etc.	<ul style="list-style-type: none"> <li>Planned maintenance programme</li> <li>Safety checks</li> <li>PAT testing</li> </ul>	M	As above

I.T. Security	H	Loss of data, financial risk, and disruption to operational service delivery.	<ul style="list-style-type: none"> <li>• Use of anti-viruses and security programs.</li> <li>• Regular back up of data to be stored at separate location</li> <li>• Weekly financial back up is completed by Clerk</li> </ul>	M	<p>Anti-virus protection in place November 2017.</p> <p>My Cloud external storage drive purchased in September 2017. To be installed in January 2020.</p> <p>Clerk to ensure installation.</p> <p>Anti Cyber Insurance Policy in place January 2019</p>
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### Legality

RISK	H/M/L	OUTCOMES	RESPONSE	RESIDUAL RISK	ACTION REQUIRED, ONGOING, COMPLETED
Ultra Vires	H	<p>Civil law claims and tribunals</p> <p>Disqualification from office</p>	<ul style="list-style-type: none"> <li>• Clerk / RFO maintaining up to date legal knowledge.</li> <li>• Local council administration legal manuals consulted by Clerk / RFO</li> <li>• Clerk to obtain CiLCA</li> </ul>	M	<p>Clerk to maintain legal and administrative knowledge to support operational service delivery.</p> <p>Arnold Baker legal manuals purchased by Town Council in April 2019</p>

			<p>accreditation</p> <ul style="list-style-type: none"> <li>• Membership of One Voice Wales</li> <li>• Membership of the Society of Local Council Clerks</li> <li>• Obtaining professional legal advice from solicitor.</li> </ul>		<p>Membership of One Voice Wales and SLCC now complete. Legal advice available to Clerk and Town Council.</p> <p>Clerk undertaking professional qualifications in 2020 (ILCA and CiLCA)</p>
Non-Compliance with Legislation	H	<p>Possible fines for failure to meet obligations</p> <p>Court actions</p> <p>Referral to Public Services Ombudsman</p> <p>Referral to monitoring officer at TCBC</p>	<ul style="list-style-type: none"> <li>• Keeping up to date with legislation</li> <li>• Use of expertise to provide services (Payroll at TCBC)</li> <li>• Councillor and staff training</li> </ul>	M	<p>As above.</p> <p>Clerk to review quarterly and update Council accordingly.</p>

<p>Employment Contracts and Pension Regulator documentation are valid</p>	<p>H</p>	<p>Breaches of Employment Law</p> <p>Breach of the Equality Act 2010</p> <p>Breach of Standing Orders and Financial Regulations</p> <p>Breach of Pension legislation.</p> <p>Breach of PAYE regulations / responsibilities</p>	<ul style="list-style-type: none"> <li>• Clerks Contract is in place.</li> <li>• Pension regulator legislation in place.</li> <li>• Payroll managed by TCBC as SLA</li> <li>• Standing orders and financial regulations in place.</li> </ul>	<p>L</p>	<p>Clerk's Contract reviewed in November 2017.</p> <p>Will be further reviewed at performance management meeting in March 2020</p> <p>Standing orders and Financial regulations reviewed and adopted in May 2020.</p> <p>Pension Regulator sign off in April 2020</p> <p>Annual review by Clerk and Chairman</p>
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## Operational

<b>RISK</b>	<b>H/M/L</b>	<b>OUTCOMES</b>	<b>RESPONSE</b>	<b>RESIDUAL RISK</b>	<b>ACTION REQUIRED, ONGOING, COMPLETED</b>
Accidents involving members of the public	H	Compensation Payments damages and fines.	<ul style="list-style-type: none"> <li>• Insurance cover</li> <li>• Duty of care when providing service or amenities</li> <li>• Installation of signage to minimise risk and maximise safety.</li> </ul>	M	Annual Review by Clerk
Accidents involving Members and Officers	H	Compensation Payments damages and fines.  Sick pay  Temporary staff costs  Workplace Tribunals	<ul style="list-style-type: none"> <li>• Insurance cover</li> <li>• Duty of care when working and travelling</li> <li>• Business Insurance is in place when using own vehicle for meetings and attending training venues.</li> <li>• Risks associated with lone working</li> </ul>	M	Annual Review by Clerk  Clerk to conduct dynamic risk assessment whilst in the workplace.  Members to conduct dynamic risk assessment whilst in the Council building.  Members and Clerk to ensure that vehicle insurance documents are valid.
Single Employee  Long term sickness	H	Unable to fully deliver operational services	<ul style="list-style-type: none"> <li>• Investigation of staffing capacity and alternatives.</li> </ul>	M	Annual Review by Clerk  Clerk to conduct dynamic risk

<p>Annual Leave</p> <p>Sole Working Security</p>		<p>Temporary Staff Costs.</p> <p>Staff at risk of verbal and physical assault.</p>	<ul style="list-style-type: none"> <li>• Added to budget for review</li> <li>• Sole working in line with Torfaen CBC policy.</li> <li>• Planned annual leave discussed and authorised by Chairman</li> <li>• Intercom facility currently in use</li> <li>• Premises alarm currently in use</li> </ul>		<p>assessment whilst in the workplace.</p> <p>Annual leave for 2019 / 20 to be discussed at performance review with Clerk and Chairman.</p>
<p>Poor community engagement.</p> <p>Poor engagement with external organisations and local partnerships</p>	<p>H</p>	<p>Loss of reputation and goodwill.</p> <p>Negative reporting</p>	<ul style="list-style-type: none"> <li>• Accurate and timely reporting of council business in the minutes</li> <li>• Press releases</li> <li>• Proactive use of social media.</li> <li>• Active management of Town Council Website</li> <li>• Delivery of bi annual</li> </ul>	<p>M</p>	<p>Town Council Facebook account created. (January 2018)</p> <p>Town Council Website rebuilt and implemented November 2018</p> <p>Regular press releases since July 2017</p> <p>Attendance at Council meetings by press and public is a regular occurrence.</p>

			<p>newsletters.</p> <ul style="list-style-type: none"> <li>• Town Council Business Plan to be published.</li> <li>• Timely responses to consultative documents and inquiries</li> <li>• Respecting electors rights.</li> <li>• Supporting attendance at Council meetings.</li> <li>• Supporting right of inspection by public and other relevent agencies</li> </ul>		<p>Town Council Business Plan completed for 2018 - 2021.</p> <p>Elector’s rights are positioned in public places.</p> <p>Clerk to oversee.</p>
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<p>Improper use of Section 137 Expenditure</p>	<p>M</p>	<p>Negative publicity.</p> <p>Mis-use of public finances</p> <p>Breach of Section 137 Expenditure Limit 2019/20</p> <p>Referral to Public Service Ombudsman for Wales.</p> <p>Qualified Report delivered by external auditor</p>	<ul style="list-style-type: none"> <li>• Robust scrutiny of the financial management surrounding grants and applications from local organisations.</li> <li>• Monitoring and reviewing application forms</li> <li>• Consideration of community themed projects as authorised within the Town Council Business Plan</li> <li>• Section 137 funding calculated and built into annual budget.</li> </ul>	<p>L</p>	<p>All applications to be scrutinised by Full Council</p> <p>Business Plan to record decisions for allocation of funds together with Council minutes.</p> <p>Section 137 funding has been calculated and built into 2020/21 budget.</p> <p>Clerk to monitor and review quarterly</p>
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## Political / Reputational

<b>RISK</b>	<b>H/M/L</b>	<b>OUTCOMES</b>	<b>RESPONSE</b>	<b>RESIDUAL RISK</b>	<b>ACTION REQUIRED, ONGOING, COMPLETED</b>
Adverse publicity resulting from improper conduct	H	<p>Reputation risk / loss</p> <p>Referral to Public Service Ombudsman for Wales.</p> <p>Referral to principal authority monitoring officer</p> <p>Civil Court Action</p>	<ul style="list-style-type: none"> <li>• Properly conducted Council meetings</li> <li>• Standing Orders</li> <li>• Financial Regulations</li> <li>• Adherence to the principles of the Code of Corporate Governance.</li> <li>• Adherence to the National Code of Local Government Conduct</li> <li>• Registration of members' interests, gifts and hospitality.</li> <li>• Attend yearly training courses to inform decision making.</li> </ul>	L	<p>Council standing orders and financial regulations reviewed and adopted May 2020.</p> <p>Members have received the Code of Conduct for 2019.</p> <p>Training Courses for all Councillors provided through One Voice Wales training schedule.</p> <p>All Councillors have submitted declaration of interest schedules. This was reviewed in November 2019.</p> <p>Clerk to monitor and review annually.</p>

Political: dissolution of Council and imposed changes	M	Loss of services to the community  Reputation risk / loss  Civil Court Action Merge with Neighbouring Councils	<ul style="list-style-type: none"> <li>Operate due diligence for all actions associated with service delivery</li> </ul>	L	Monthly reviews by Clerk and all members of Blaenavon Town Council
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**Resolved to accept the amended Risk Register submitted to the Council on the 6<sup>th</sup> May 2020 via a virtual meeting.**

**Signed by Chairman:**

**Date:**

**Signed by Clerk:**

**Date:**