

Bracknell Town Council

Risk Register 2023

Risk Assessment matrix

Categories of risk

Financial – loss of money, fraud, theft, embezzlement

1. Financial – loss of money, fraud, theft, embezzlement
2. Property - damage to property
3. Legal – breaking the law or being sued
4. IT - failure of IT systems or misuse
5. Reputational – actions harm the council’s reputation.
6. Operational

4. Imminent (almost certain to occur)
3. Frequent (occurs on a regular basis)
2. Occasional (Happens infrequently)
1. Very Rare

	1. Minor (small cut)	2. Moderate (accident no injuries)	3. Acute (significant injury Broken bone)	4. Chronic (long-term effect)	5. Catastrophic (Fatal)
4. Imminent (almost certain to occur)	4	8	12	16	20
3. Frequent (occurs on a regular basis)	3	6	9	12	15
2. Occasional (Happens infrequently)	2	4	6	8	10
1. Very Rare	1	2	3	4	5

“The greatest risk facing a Town or Parish Council is not being able to deliver the activity and services expected of the Council”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risk inherent in the place of practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment. The key to managing the risk of contracting COVID19 is to limit the opportunities for spread/transmission. This not only includes the main campaign measures suggested by NHS in respect of hand sanitisation and reducing aerosol transmission by using tissues, but also adopting procedures for surface decontamination of “multi use touch points” such as door handles, key pads etc. This document has been produced to enable the Town 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:

Next Review 10TH October 2023

Full Council Approved on 21.02.2023

1. Financial

Risk No	Description	Impact	Absolute Risk			Mitigation.	Residual Risk Level		
			Likelihood	Impact	Risk		Likelihood	Impact	Risk
1.1	Lack of proper procedures	Financial Criminal or reputational loss	2	5	10	Covered by Standing Orders and Financial Regulations, Professional advice is sought when required. Ongoing review and revision. Records inspected by an Internal Auditor and by an External Auditor appointed by the Government Move to online payments reviewed by the Internal Auditor to ensure compliance with SO and FR	1	3	3
1.2	Failure to insure adequately	Financial Criminal or reputational loss	2	5	10	Annual review of risk and adequacy of cover reviewed with a specialist broker and Internal Auditor. Competent staff, Clerk (CiLCA qualified)	1	3	3
1.3	Failure to reconcile bank accounts, scrutinise income and expenditure	Council unaware of its financial position, risk of financial and reputation loss.	2	5	10	Weekly reconciliations are done. Reports are taken to Budget Monitoring for scrutiny and then to the Strategy and Finance Committee before being approved by Full Council and expenditure and income signed off by the Mayor. Accounting system (Omega) and Payroll (SAGE) back up done weekly. Cheques and bank payments are authorised by two Councillors. Electronic bank payments are made each week by the Town Clerk once payments are authorised by two Cllrs. VAT return completed Quarterly (TMD). Office staff authorised to pay grant on TV licence grant only. Controls on the amount held in this account. Instructed, informed properly trained and supervised staff	1	3	3
1.4	Accounts errors and fraud due to lack of financial control	The Council risks financial loss	2	4	8	Budget to actual income and expenditure reviewed regularly by the Budget Monitoring Working Group and reported to the Strategy and Finance Committee. Instructed, informed properly trained and supervised staff	1	3	3
1.5	Failure to correctly award contracts	Risk of financial or reputational loss to the Council	3	5	15	Standing Orders and Financial Regulations are reviewed and updated regularly. Follow procurement Guidance for contracts over £25,000. Competent staff adequately trained	1	2	2

1.6	Maintain a strong financial position	Inability to maintain services	2	5	10	Formally adopted policies and procedures, ongoing internal auditor and Annual independent audit	1	2	2
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2. Property

Risk No	Description	Impact	Absolute Risk			Mitigation.	Residual Risk		
			Likelihood	Impact	Risk		Likelihood	Impact	Risk
2.1	Failure to maintain assets (play equipment)	Risk of financial and/or reputational loss to the council	2	5	10	Play equipment is inspected weekly by BTC staff and annually by an independent inspector. Asset register maintained and updated regularly. Audit Annually by Internal Auditor. New Asset software purchased. Looking into electronic inspection software	1	3	3
2.2	Failure to maintain buildings	Risk of financial and/or reputational loss to the council	2	3	6	Monitor and repair as required. A building condition survey was carried out in Autumn 2019. Asset register maintained and updated regularly. Audited Annually by Internal Auditor.	1	3	3
2.3	Construction adjacent to Brooke House	Noise levels for working, condition of building	4	3	12	Monitor and adjust working patterns if required. Liaise with the site manager, and refer to EHO if concerned. Consider temporary relocation. Office Staff can work from home if required.	3	2	6
2.3	Unauthorised encampment	Damage caused to land or assets due to an unauthorised encampment	3	3	9	Notify the police, serve notice to vacate and authorise the Clerk to put bailiffs on standby if the encampment fails to vacate by the date specified on the notice. Supply bin bags and request considerate use of the land. Ensure staff do not attend a site unaccompanied or without a mobile phone. Sites inspected throughout the year, bunds put in place where land is vulnerable to unauthorised encampment.	2	1	3
2.4	Halls	Risk of infection	2	5	10	Halls reopened with additional cleaning in place. Any Buildings closed are checked weekly and water is run through all systems to ensure adequate control over levels of bacteria in the water systems.	1	3	3

2.5	Coffee Shops	Risk of Infection	2	5	10	<ul style="list-style-type: none"> Coffee shops fully open Safety screens installed on counters Staff issued with gloves, masks and face shields in case they are needed. Antibacterial wipes and sanitiser are available on the counter Reviewed by Pavilion Supervisor and Finance Officer 	1	3	3
2.6	Outside Facilities	Risk of damage	3	5	15	<ul style="list-style-type: none"> Weekly safety checks carried out on all play areas 	1	3	3
2.7	Brooke House	Risk of Infection	2	5	10	<ul style="list-style-type: none"> Brooke house office open to all staff Space for staff to take a break Santiser provided 			

3. Legal

Risk No	Description	Impact	Absolute Risk			Mitigation.	Residual		
			Likelihood	Impact	Risk		Likelihood	Impact	Risk
3.1	The Council or a Councillor does not act legally	The council risk financial and reputational loss	2	4	8	The Clerk holds the CILCA qualification. Internal Auditor checks for compliance. SLCC membership provides advice and legal guidance on key topics and legislative changes and the Clerk uses the Charles Arnold Baker book as a reference to legislation. The Council solicitor is used for legal clarification if required. Councillors are given a copy of the Code of Conduct and policies when they are elected and are involved in reviewing them regularly.	1	2	2
3.2	Minutes of meetings are not properly kept	The council risk reputational damage. Risk of illegality of decisions.	2	2	4	Minutes are properly numbered and the master copy signed by Chair/Mayor and kept in the minute book and on the server. Staff appropriately trained	1	2	2

3.3	Register of interest of Councillors not upkept	The Council risks reputational damage.	2	4	8	Recording and monitoring of members' interests are reviewed annually. Code of Conduct, Standing Orders and Financial Regulations are reviewed regularly. All new Councillors were issued with induction packs.	1	2	2
3.4	Council fails to issue contracts of employment to all employees	The Council risks reputational damage.	2	3	6	All staff are issued with a new contract before starting work. Appraisals are carried out annually. Staffing issues are taken to a confidential Staffing Committee meeting.	1	2	2
3.5	Freedom of Information or Subject Access requests received	Requests must be complied with, within the legal time scale	2	4	6	The Town Clerk is aware of the time scales, will seek support from the DPO Officer and ensure the request is fulfilled within the legal timeframes and constraints. The impact of any such requests will be recorded and monitored.	1	2	2
3.6	Annual Return	The Council risks reputational damage	2	4	8	Procedures in place to ensure completion within the time frame. The Clerk is CiLCA trained	1	2	2

4. IT

Risk No	Description	Impact	Absolute Risk			Mitigation.	Residual		
			Likelihood	Impact	Risk		Likelihood	Impact	Risk
4.1	Business continuity	Any Catastrophic event or loss of data	4	5	20	Data is electronically stored and cloud storage is in place with three daily back-ups. Hard copies of the minutes and leases are stored in fire safes. All computer systems have been upgraded and ethernet and conferencing equipment has been installed at Brooke House	1	3	3
4.2	Unrestricted access to council data	Council data is accessible to non-council staff.	2	3	6	Passwords are in place to access computers, data files and financial systems. A DPO has been appointed	1	2	2

5. Reputational

Risk No	Description	Impact	Absolute Risk			Mitigation.	Residual		
			Likelihood	Impact	Risk		Likelihood	Impact	Risk
5.1	The council does not organise events adequately	The council risks reputational damage	2	4	8	Events are managed by the Town Clerk and Deputy Town Clerk. The insurance company is always contacted prior and adequate insurance is put in place. Risk Assessments are carried out. All external vendors/suppliers have Risk Assessments and public liability insurance. Safety Advisory Group (SAG) forms are completed for each event with event management plans, routes and emergency response plans. The relevant emergency services are informed via the Public Protection Partnership (PPP).	1	2	2
5.2	Grants	The council risks reputational damage due to level of grants	2	4	8	A Councillor is appointed to SHP s the liaison. A Grants Working Group is set up to assess grants and monitor them throughout the year	1	3	3

6. Operational Risk/employees

Risk No	Description	Impact	Absolute Risk			Mitigation.	Residual		
			Likelihood	Impact	Risk		Likelihood	Impact	Risk
6.1	Loss of Key Personnel	The Council risks interruption of its services	2	4	8	An adequate period of notice is in the contracts for key staff. Satisfactory advertising mechanisms are in place to find a qualified replacement, and maintain a motivated and productive team	1	3	3
6.2	Actions undertaken	The Council risks reputational damage	2	3	6	Town Council staff are provided with relevant training, and access to support for mental health and workplace issues.	1	2	2

	by staff unsatisfactory								
6.3	Health and Safety inadequate	Risk of accidents and reputational damage	2	5	10	Health and safety policy in place and is reviewed regularly. Changes to legislation are monitored.	2	3	6
6.4	Lack of proper procedures	Risk of Contamination	2	5	10	Procedures changed. Cleaners wipe down all door handles and hard surfaces with antibacterial wipes. Antibacterial wipes and sanitiser is available in all buildings and vehicles. Hand washing signs in all toilets	1	3	3
6.5	Operational risk (falling from height, electrocution etc)	Risk of injury, reputational damage, claims	2	5	10	Operational risk assessments are in place, appropriate training is given to staff	2	3	6
6.6	Supply Chain	Risk of delay to Supplies	2	5	10	<ul style="list-style-type: none"> • Risk of lack of supplies – TC and RFM will monitor supplies and look for alternative suppliers. TC and RFM working on a preferred suppliers list • Working where possible with local and sustainable companies 	1	3	3