

**KETTERING TOWN COUNCIL**

**RISK ASSESSMENT - April 2022**

| No. | Item   | Hazard  | Those at risk           | Severity<br>1-10 | Likelihood<br>1-10 | Risk<br>Score | Measures   | Residual<br>Risk |
|-----|--|---|-------------------------|------------------|--------------------|---------------|--|------------------|
| 1   | Lack of defined objectives or strategy                                     | <ul style="list-style-type: none"> <li>• Resources not directed</li> <li>• Poor performance</li> <li>• Drifting from objectives</li> <li>• Risks not base-lined.</li> </ul> | Members                 | 2                | 1                  | 2             | Corporate Plan adopted annually and monitored throughout the year by Finance and Governance Committee  | LOW              |
| 2   | Failure to attract sufficient candidates for Member vacancies or elections | <ul style="list-style-type: none"> <li>• Reduced representation of neighbourhoods</li> <li>• Possible meeting inquorate</li> </ul>  | Members<br>Wider public | 2                | 2                  | 4             | actively publicise Council activities<br><br>actively seek candidates<br><br>publicise elections & vacancies   | LOW              |
| 3   | Cost of bye-elections  | Puts unplanned strain on budget   | Council                 | 3                | 3                  | 9             | Ensure members at risk of disqualification for non attendance at meetings are encouraged to attend in good time<br><br>Ensure election fund held in reserves has enough to cover at least one bye-election | MEDIUM           |
| 4   | Failure to achieve quorum at meetings                                      | Business not transacted<br>Decisions not made   | Members<br>Clerk        | 2                | 3                  | 6             | Ensure substitute members appointed for all committees<br><br>Ensure all members aware of calendar of meetings   | LOW              |

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|    |   |  |                  |   |   |   | Give good notice for any changes in dates  |     |
| 5  | Council decisions not implemented   | <ul style="list-style-type: none"> <li>Confidence undermined</li> <li>Reputation risk arises</li> <li>Possible losses</li> </ul> | Clerk            | 4 | 1 | 4 | <p>Clerk to publish minutes marked unapproved</p> <p>Minutes to be considered at next meeting and at Council for questions</p> <p>Monitoring of corporate priorities reports</p> | LOW |
| 6  | Inaccurate, untimely, improper minutes  | <ul style="list-style-type: none"> <li>Poor decisions in future</li> <li>Poor evidence for decisions</li> </ul>                  | Clerk            | 4 | 1 | 4 | <p>Clerk to check minutes with Chairman within 7 days of meeting</p> <p>Minutes published Unapproved</p>   | LOW |
| 7  | Failure to recognise and address conflict of interest                                       | <ul style="list-style-type: none"> <li>Lack of transparency</li> <li>Open to complaints of fairness or bias</li> </ul>           | Members<br>Clerk | 4 | 1 | 4 | <p>Up to date declarations of interest register published on website</p> <p>Item on every agenda inviting declarations</p>   | LOW |
| 8  | Failure to complete/submit Annual Governance Return on time and comply with audit deadlines | <ul style="list-style-type: none"> <li>Poor Auditors report</li> <li>Public confidence suffers</li> </ul>                        | Clerk            | 5 | 1 | 5 | <p>Clerk to submit on time and seek member approval before deadline</p> <p>Scheduled item at Annual Council</p>  | LOW |
| 9  | Failure to calculate/submit precept on time   | <ul style="list-style-type: none"> <li>Inadequate resources to meet commitments</li> <li>Costs of re-billing</li> </ul>          | Clerk<br>Members | 9 | 1 | 9 | Scheduled precept fixing meeting in January; preceded by budget planning and consultation process agreed by members in autumn  | LOW |
| 10 | Failure to respond to electors wishing  | <ul style="list-style-type: none"> <li>Complaints received</li> </ul>  | Clerk            | 3 | 1 | 3 | Clerk to advertise facility, and respond to requests   | LOW |

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|    | to exercise right of inspection                        | <ul style="list-style-type: none"> <li>• Not transparent</li> <li>• Non compliance</li> </ul>  |         |   |   |   |  |     |
| 11 | Lack of public consultation by Council                 | <ul style="list-style-type: none"> <li>• Decisions not based on evidence</li> <li>• People disenfranchised</li> </ul>                        | Members | 3 | 2 | 6 | <p>ensure meetings publicised</p> <p>make best use of Town Meetings throughout year</p> <p>consider leafleting areas affected by change</p> <p>public participation on all agendas</p> <p>ensure website and social media maximise consultation and engagement</p> | LOW |
| 12 | Members fail to comply with Code of Conduct            | <ul style="list-style-type: none"> <li>• Reputational damage</li> <li>• Investigation costs</li> </ul>                                       | Members | 3 | 1 | 3 | All members to have training on Code of Conduct within first year of office, and subsequently after each election  | LOW |
| 13 | Allegations of misrepresentation libel or slander      | <ul style="list-style-type: none"> <li>• Potential for litigation</li> <li>• Costs of investigation</li> <li>• Reduces confidence</li> </ul> | Members | 3 | 1 | 3 | <p>Clerk to intervene at meetings review all press releases or publications before release</p> <p>Code of Conduct Training for members</p> <p>Adequate Insurance Cover</p>   | LOW |
| 14 | Grant decisions are challenged or found to be at fault | <ul style="list-style-type: none"> <li>• Risk of legal challenge</li> <li>• Reputational damage</li> </ul>                                   | Members | 4 | 1 | 4 | Policies in place to govern all grant regimes  | LOW |

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|    |                             |  |   |   |   |    | Code of Conduct and Declarations of Interest regimes in place  |        |
| 15 | Management of events        | <ul style="list-style-type: none"> <li>• Health and safety risks</li> <li>• Noise, licensing and regulatory non compliance</li> <li>• Costs over-run</li> <li>• Poor attendance</li> </ul> | Members<br>Clerk<br>Public                                  | 4 | 3 | 12 | <p>Risk assessment for all events to be completed</p> <p>Public liability Insurance cover</p> <p>Communications plan for each event to be put in place</p>   | MEDIUM |
| 16 | Allotments                  | <ul style="list-style-type: none"> <li>• Health and safety risks – costs and liability risks</li> <li>• Security and vandalism – costs and reputational risks</li> </ul>                   | Allotment Holders<br>Allotment Associations                 | 5 | 2 | 10 | <p>Allotment Associations to flag up structural risks which arise with Town Council or security concerns</p> <p>Allotment Associations to ensure sites are properly managed, that all plots are regularly inspected and allotment holders advised about risks and security of equipment and produce.</p> | MEDIUM |
| 17 | Market stalls and tables    | <ul style="list-style-type: none"> <li>• Health and safety risks of erection and dismantling</li> <li>• Litigation and costs</li> </ul>  | Clerk,<br>Staff employed to manage stalls<br>Market traders | 6 | 1 | 6  | <p>Ensure staff have appropriate health and safety training and that equipment is kept in good condition and stored safely</p> <p>Ensure all repairs addressed promptly</p> <p>Ensure insurance cover is adequate</p>  | LOW    |
| 18 | Management of speed devices | <ul style="list-style-type: none"> <li>• Health and safety risks of erection and moving them</li> </ul>  | Members<br>Clerk<br>Road users                              | 4 | 2 | 8  | Named member to ensure equipment maintained and moved between sites  | MEDIUM |

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|    |  | <ul style="list-style-type: none"> <li>Keeping equipment properly charged and maintained</li> </ul>                                 |                                   |   |   |   | <p>Ensure insurance cover is adequate<br/>Batteries regularly recharged or replaced.</p> <p>Quarterly inspection of all equipment.</p>  |        |
| 19 | Accidental loss of or damage to moveable assets, including IT    | <ul style="list-style-type: none"> <li>Costs of repair or replacement</li> <li>Loss of service until repaired</li> </ul>            | Members<br>Clerk<br>Service users | 2 | 2 | 4 | <p>Maintain insurance</p> <p>Inspections of Speed Indicator Devices established.</p> <p>Ensure allotment associations clear on their maintenance regimes</p> <p>Ensure market stalls kept securely and moved safely</p> <p>Employees to sign for equipment taken home</p> | LOW    |
| 20 | Loss or damage to mayoral chains, mace, civic regalia, and plate | <ul style="list-style-type: none"> <li>Cost of repair</li> <li>Reputational damage</li> </ul>                                       | Clerk<br>Mayor                    | 1 | 6 | 6 | <p>Maintain insurance</p> <p>Up to date valuations</p> <p>Use replica chains for outside events</p> <p>Keep all items securely under lock and key in cabinets.</p>  | LOW    |
| 21 | Loss of key employees  | <ul style="list-style-type: none"> <li>Interruption to effective administration</li> <li>Loss of expertise and knowledge</li> </ul> | Members<br>Clerk                  | 3 | 3 | 9 | <p>Seek advice from Society of Local Council Clerk re locums and temporary staff</p> <p>Seek support from other parish councils</p>   | MEDIUM |

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| 22 | Loss of data or hacking of systems                   | <ul style="list-style-type: none"> <li>• Interruption to effective administration</li> <li>• Financial risks</li> <li>• Data protection and loss of privacy risks</li> </ul> | Clerk   | 4 | 1 | 4 | <p>Cloud based information and retrieval systems</p> <p>Back-up and paper copies of key documents, such as property deeds, leases, the community governance order, bank statements, register of interests, insurance documents ,asset register, signed minutes</p> <p>Systems to ensure data is as safe as possible with security system supplied by IT and website hosting services</p>               | LOW to MEDIUM |
| 23 | Financial Misappropriation of Council Funds or fraud | <ul style="list-style-type: none"> <li>• Financial loss</li> <li>• Reputational damage</li> </ul>  | Council | 6 | 1 | 6 | <p>All Banking Arrangements and changes to banking services approved by the council and recorded in the minutes</p> <p>Two members to authorise all internet and cheque payments and sign each cheque stub. Internet.</p> <p>Monthly budget/reconciliation of accounts to be submitted to F&amp;G Ctte.</p> <p>One named member to sign off accounts and reconcile with bank statement each month.</p> | LOW           |

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|    |  |  |       |   |   |   | <p>Annual scrutiny of all Financial Records by internal auditor.</p> <p>External Auditor to advise Clerk, Leader and Chair of Finance and Governance Committee.</p> <p>All changes in banking instructions, mandates etc. to be in writing with a hard copy kept permanently on file.</p> |     |
| 24 | Reliability of financial records and financial systems | <ul style="list-style-type: none"> <li>• Wasted resources</li> <li>• Opens council to fraud and loss</li> <li>• Loss of financial oversight</li> </ul> | Clerk | 6 | 1 | 6 | Clerk to maintain records of all financial transactions, and determine best system for doing so, subject to views of the internal auditor on the robust-ness of those arrangements  | LOW |
| 25 | Failure to apply, account for and recover VAT          | Wasted resources   | Clerk | 3 | 1 | 3 | <p>Apply for VAT registration</p> <p>Model invoice to include for VAT elements</p> <p>Quarterly claims to be submitted to MHRC</p> <p>Accurate records to be maintained for all invoices</p> <p>Internal auditor to check</p>   | LOW |

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|    |  |  |                                       |   |   |    | Monthly reporting on income to F&G Ctte  |        |
| 26 | Ensuring that all requirements are met under custom & excise regulations | Unable to fulfil responsibilities  | Clerk                                 | 3 | 1 | 3  | Ensure Council understands and complies with current VAT legislation   | LOW    |
| 27 | Failure to stay within agreed budgets                                    | Loss of financial control  | Clerk<br>Members                      | 5 | 1 | 5  | Monthly budget monitoring reports to F&G Ctte<br><br>F&G ctte to approve or be advised of all payments made each month   | LOW    |
| 28 | Insufficient income to support market                                    | Expenses out-strip income to a degree which absorbs large part of Council's reserves | Clerk<br>Members<br>Market<br>Traders | 4 | 6 | 24 | Robust Income collection arrangements in place<br><br>Review charges or operational arrangements<br><br>Encourage more traders to market; supplement with farmers; markets and other chargeable events markets | HIGH   |
| 29 | Inadequate reserves  | Inability to deal with unexpected costs or external change                           | Members                               | 5 | 2 | 10 | Add to reserves each year until they reach 75% of annual budget.<br><br>Add to election reserves each year until it is capable of meeting the  | MEDIUM |

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|    |   |   |                  |   |   |    | costs of whole council elections in 2025.  |     |
| 30 | Improper contracting procedures               | <ul style="list-style-type: none"> <li>• Possible losses</li> <li>• Poor levels of service Possible increased costs</li> <li>• Poor audit report</li> </ul> | Clerk<br>Members | 4 | 1 | 4  | <p>Financial regulations complied with and kept up to date re tendering and procurement rules</p> <p>Records kept of all orders for goods and services and tendering exercises.</p> <p>Internal audit</p>  | LOW |
| 31 | Members acting alone outside meetings         | Members outside compliance<br>Indemnities invalid<br>Personal risk  | Members          | 4 | 3 | 12 | <p>All financial commitments in the gift of full Council or F&amp;G where not delegated to officers.</p> <p>No purchase orders to be issued except by clerk.</p> <p>Members to sign for agreement to comply with rules re ward initiatives fund.</p> | LOW |
| 32 | Failure to maintain fixed assets register     | <ul style="list-style-type: none"> <li>• Improper control</li> <li>• Poor auditor's report</li> </ul>   | Clerk            | 3 | 1 | 3  | <p>Council to review annually</p> <p>Internal audit to review</p>  | LOW |
| 33 | Failure to understand/comply with legislation | <ul style="list-style-type: none"> <li>• Financial risk</li> <li>• Litigation</li> <li>• Reputational damage</li> <li>• Poor audit report</li> </ul>        | Clerk<br>Members | 5 | 1 | 5  | <p>Clerk to be qualified appropriately</p> <p>Membership of SLCC</p> <p>Maintain awareness of legislative change</p>   | LOW |

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|    |   |  |                            |   |    |    | Professional and procedural advice to members by clerk at all decision making meetings   |      |
| 34 | Non-compliance with data protection and privacy rules | Litigation<br>Poor reputation<br>Intervention by regulators  | Clerk                      | 5 | 1  | 5  | Clerk to manage all data requirements within the terms of the law<br><br>Data protection and privacy policies to be in place and available on the website  | LOW  |
| 35 | Loss of office accommodation including Mayors Parlour | Interruption to services and operation of Council<br><br>Reduced Mayoral engagement<br><br>Potential loss of records, equipment and assets if loss is sudden (fire etc)<br><br>Budgetary impacts | Members<br>Clerk<br>Public | 4 | 10 | 40 | Working from home can be utilized for most purposes<br><br>Alternative venues for meetings to be identified and hired<br><br>Alternative office accommodation and Mayors Parlour to be identified and hired<br><br>Paper records should have electronic version if at all possible | HIGH |