



Risk Assessment/Management Plan - Kingsteignton Town Council

Risk Management		Date assessed:	02-Sep-20
Assessor Name:		Date to be re-assessed:	Sep-21

Area	Risk(s) Identified	Risk Level H/M/L	Potential Impact H/M/L	Management/Control of Risk	Review/Action Required	Residual	
						Risk	Impact
Assets							
Community Hall, Rydon Road, Kingsteignton	Protection of physical assets.	Medium	High	Buildings and property insured. Fire alarm & fire equipment annual test. Weekly fire alarm test. Portable Appliances tested annually, fixed wiring tested 5 yearly.	Insurance policy to be reviewed annually. Compliance tests to be completed at required intervals	Low	High
Clifford Park Oakford Lawn Fountain	Protection of physical assets.	High	Medium	Daily checks conducted of Clifford Park, Oakford Lawn and The Fountain CCTV installed	Damage and wear and tear to assets to be reported and made safe. Vandalism to be reported to the police - request extra patrols	Medium	Medium
Security of above assets	Inadequate security of buildings, equipment etc.	High	Medium	Buildings secured outside working hours. Staff vigilance and regular patrols. Adequate lighting and CCTV	Maintain and monitor existing procedures. Regular liaison with Police.	Medium	Medium
Maintenance of above assets	Inadequate maintenance of buildings etc.	Low	Low	Planned maintenance programme. Property budget.	Community Hall Committee to review budget annually. Introduce annual Community Hall Committee inspection of all assets to minimise risk of failings.	Low	Low
Insurance	Inadequate cover or over insurance increasing costs	Low	High	Annual review of insurance with	Maintain existing procedures. Asset Register to be revised annually in	Low	High

insurance	insurance increasing costs unnecessarily.	Low	High	brokers. Annual review of asset values.	register to be revised annually in March	Low	High
Finance							
Precept	Overspend of operational budget and/or inaccurate setting of Precept level realising demand on Reserves.	Low	High	Budget and Precept considered by Finance Committee & Full Council each year. Sound budgetary control. Expenditure against budget considered quarterly by Finance Committee. Internal/External Audit	Maintain and monitor existing procedures	Low	High
Bank and Banking	Bank errors and/or inadequate checks leading to financial irregularities.	Low	Medium	Bank reconciliation each month by Chair of Finance Committee	Maintain and monitor existing procedures	Low	Medium
Financial controls and records	Inadequate records leading to financial irregularities.	Low	High	Internal & external audit presented to Finance Committee. Finance Committee meetings held monthly, except for August.	Maintain and monitor existing procedures	Low	Medium
Computer records	Loss of data through system error or theft.	Low	High	Back-up on completion of all entries.	Daily back-up kept off-site.	Low	High
Cash	Loss of income or unforeseen major expenditure leading to cash flow problems.	Low	Low	Ensure adequate reserves. Ensure adequate insurance cover.	Maintain existing procedures	Low	Low
Cash	Loss through theft or dishonesty.	Medium	High	Receipts issued matched to invoices. Postage stamps/Franking Machine reconciled weekly. Small petty cash float for expenditure. Cash banked regularly. Unbanked cash locked in safe.	Maintain and monitor existing procedures	Low	High
				Budget considered by Finance			

Budget	Inadequate budget preparation leading to inability to fulfil obligations	Low	High	Committee and Full Council. Income and expenditure considered quarterly. Virements made where necessary.	Review of budget during course of financial year	Low	High
Tenders	Best value not achieved.	Low	Medium	Financial regulations detail procedures to be followed	Maintain existing procedures and monitor outcomes	Low	Low
Payments	Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid.	Low	Medium	All invoices recorded & filed on receipt. Invoices checked for accuracy & for receipt of goods and services. 2 signatories on cheqs and initialling of cheq stubs. List of cheques presented to Finance Committee monthly.	Maintain existing procedures and monitor outcomes	Low	Medium
Cheque Books	Loss of cheques. Fraudulent use	Low	High	Cheque books kept in safe. No blank cheques signed.	Maintain and monitor existing procedures	Low	High
Receipts	Services provided by Council but not paid for	Low	Medium	Bookings diary checked weekly and invoices issued. List maintained of regular invoices. Early action taken if	Maintain and monitor existing procedures	Low	Medium
Grants	Mismanagement of Grant Aid powers.	Low	Low	Formal applications only considered for Grant Aid by Finance Committee. Conditions in place. Budgets adhered	Maintain and monitor existing procedures	Low	Low
Salaries	Incorrect payments to staff (rates, NI, tax)	Low	High	Contract with Teignbridge District Council for payroll facility. All correspondence filed. Internal audit.	Maintain and monitor existing procedures	Low	High
Salaries	Payments not made to HMRC	Low	High	Teignbridge District Council initial payment reimbursed from Council. Invoices checked. Internal audit.	Maintain and monitor existing procedures	Low	High
Salaries	Pension contributions not made to DCC	Low	High	Teignbridge District Council initial payment reimbursed from Council. Invoices checked. Internal audit.	Maintain and monitor existing procedures	Low	High
Councillor Allowances	Non-payment of tax	Low	Low	Councillors do not receive allowances at present . Mayors Allowance paid through Teignbridge District Council Payroll who deal with Staff salaries	No action required	Low	Low
Election Costs	Inability to meet costs	Low	Low	Provision made in budget annually	Maintain and monitor existing procedures	Low	Low
VAT	Errors in calculation. Payments not made to HMRC.	Low	High	Comply with HMRC regulations. Quarterly returns to be made. Internal audit.	Maintain and monitor existing procedures	Low	High

Annual Return	Inability to conduct year end close on time/not submitted on time	Medium	Medium	Book internal audit early	Maintain and monitor existing procedures	Low	Medium
Liability							
Third parties	Risks to third party, property or individuals	Medium	Medium	Public & Products liability insurance in place (limit of indemnity £10m) Risk Assessment and Maintenance	Insurance cover to be reviewed annually. Risk assessments of individual events.	Medium	Low
Staff	Compliance with Employment Law	Medium	Medium	Employer Liability insurance in place (limit of indemnity £10m)	Insurance cover to be reviewed annually. Legal advise to be taken as required	Medium	Medium
All personnel	Health & Safety matters	Medium	High	Health & Safety policy in place	Maintain and monitor existing safe working procedures	Medium	High
Legal	Conduct of Council business is ultra vires	Medium	Low	Clerk to verify legal position for any new proposal	Legal advice to be sought where required	Low	Low
Administration							
Councillor propriety	Incomplete register of interests.	Medium	Low	Regular reminder to members	Maintain and monitor existing procedures	Low	Low
Councillor propriety	Failure to declare interests	Medium	Low	Regular reminder to members	Maintain and monitor existing procedures	Low	Low
Councillor/staff propriety	Breach of confidentiality	Medium	Low	Regular reminder to members/staff	Maintain and monitor existing procedures	Low	Low
Reports and records	Improper and untimely reporting of meetings via the minutes	Medium	Medium	Council to meet monthly to receive and approve minutes of meetings held in the interim. Minutes to be made available to press and public at Council Office, Community Hall, Rydon Road and via the Council website within 7 working days of the ratification of the minutes at the Full Council meeting.	Maintain and monitor existing procedures	Low	Medium