

TIVERTON TOWN COUNCIL

ANNUAL BUSINESS RISK ASSESSMENT

IN CONJUNCTION WITH THE

GOVERNANCE AND ACCOUNTABILITY IN LOCAL COUNCILS IN
ENGLAND PRACTITIONERS GUIDE (UPDATED 2018)

Adopted by the Council on the 28th March 2022

TIVERTON TOWN COUNCIL –FINANCIAL RISK

TOPIC	RISK IDENTIFIED	Likelihood	Severity	Management of Risk	Status
	1. Financial				
Invoices	Incorrect amounts shown on cheque, made payable to wrong party or blank cheque	L	M	Two authorised signatures required against invoice. Statements when issued to agree with invoices. Bank reconciliations carried out monthly and checked by Councillor. Very few payments made by cheque.	Review March 2023
Payments	Payments made late or not made resulting in the council being possibly subjected to penalty charges	L	M	Finance system produces details of accounts not paid. RFO checks to ensure all accounts are paid within specified period unless there is a dispute over the payment.	Review March 2023
Budgets	Insufficient funds are available to meet financial demands	L	H	Each cost centre (CC) is responsible for ensuring own financial control. F&GP Committee are updated on financial position of all CC's by RFO on a regular basis. Relevant committee are also updated with their balances.	Review March 2023
Internal Control	Financial Regulations are not being adhered to leading to a possible			Financial documents are prepared on a monthly basis including a bank reconciliation of all council financial	

	breakdown in the financial control of the Council	L	H	assets. Documents are checked by members of the F&GP committee. F&GP has reviewed the documents being presented at each meeting to ensure they are able to reconcile expenditure against budgets. Assistant keeps full record of any journal entries to answer any queries from Councillors. Internal and External audits take place during the year.	Review March 2023
Bank Reconciliation	Financial Report does not reconcile with bank statement	L	L	Financial documents are prepared on a monthly basis including a bank reconciliation of financial assets	Review March 2023
PAYE/ NI	Late or non payments resulting in possible interest charges being imposed	L	M	RFO makes quarterly check to ensure that payments have been made	Review March 2023
Council control over payments	Council loses control over authorisation of payments	L	H	Authority for payment is made in line with the Financial Regulations laid down by Council. There is an Internal Audit every year, that checks financial procedures against best practice.	Review March 2023
Petty Cash	Control of petty cash impress is not maintained	L	M	Use of petty cash is kept to a minimum. Documentation provided to F&GP committee	Review March 2023
Unauthorised expenditure	Councillor commits council to an expenditure not authorised by council or			All payments must be authorised by council, committee or an officer under conditions laid down in the Council's	

	RFO	L	H	financial regulations. No individual councillor has authority to commit or authorised expenditure of the council's funds. All councillors are offered relevant training when accepting a role that might carry financial responsibility.	Review March 2023
Lost financial data	Financial data is lost due to software or hardware failure	M	H	System is backed up on a regular basis, either after major input or at least on a weekly basis. A copy is kept off site in case of damage to property or systems. Antivirus and malware filters are in place to stop cyber-attacks. Staff undertake relevant training in being cyber-aware. Finance system is hosted in the cloud.	Review March 2023
Insurance	Failure to renew insurance or keep cover up to date	L	H	F&GP committee checks policy at least annually to ensure payments have been made and adequate cover is maintained	Review March 2023
	Health and Safety				
Risk Assessment	Failure to carry out suitable and sufficient risk assessment and ensure that corrective actions are dealt with within agreed timeframes	M	H	Appropriate review of risk assessments undertaken by Town Clerk and ratified by F&GP committee. Policies are reviewed annually, or when required if a need or risk is identified. Areas of higher risk are reviewed more regularly. Staff induction training and appraisals highlight areas of risk for staff and the Authority.	Review March 2023

Electrical Equipment	Electrical equipment not in correct working order	L	M	All electrical equipment is checked by qualified electrician or suitable person on an annual basis or as required by legislation	Review March 2023
Electrical Equipment	Hirers bring electrical equipment onto premises that is not to the required standard	M	M	All Council-owned portable appliances are PAT tested on a frequency laid down by legislation or best practice. Hirers are responsible for PAT testing their own appliances.	Review March 2023
Fire Procedures	Failure to maintain fire regulations and procedures resulting in possible injury or death to persons, or damage to property	M	H	Routine checks to ensure compliance. In the case of hirers, they are provided with detailed instructions and checks are made to ensure compliance. Staff are trained to review risk and report any issues immediately.	Review March 2023
Impact of wider health concerns	Risk of council operation during pandemic	H	H	nCovid19 plan agreed by council mitigating some impacts	Review March 2022
First Aid	Lack of provision of basic first aid equipment and qualified First Aiders	L	M	Adequate first aid equipment is provided and checked on a regular basis. First Aiders trained in line with First Aid at Work Regulations. Town Clerk to review the list of trained personnel in 2021.	Review March 2023
Site Visits	Danger of councillors or officers being injured whilst visiting site	L	H	Briefing given if required. H/V clothing worn if required. Other PPE equipment like hard hats, ear protection or boots provided if risk assessment requires it.	Review March 2023
Display Screen	Possible claim by staff due			Individual risk assessment of work	

Equipment	to poor work station ergonomics	L	H	station area with adequate training or instruction provided as necessary, in line with Display Screen Equipment Regulations. DSE is covered as part of induction process.	Review March 2023
Personal Safety	Danger when member of staff is working alone or visiting a site. This could also apply to a councillor	H	H	Adequate security measures should be in place when staff are lone working. Meetings on site with members of the public who are not known should be avoided whenever possible. Suggested that two people should go on visit whenever possible. Where not possible the person making visit should inform someone where they are going and how long they are likely to be. That person should carry a mobile phone. Lone working app for non-office staff is being trialled, and contingency plans to supply mobile phones are in place should the trial not be a success. Offices are fitted with panic buttons. CCTV is in place in the Town Hall.	Review March 2023
	Legal				
Liabile claim from	As a result of correspondence a member			Letters should normally be written by officers who are insured against such	

correspondence	of the public makes a claim for damages against the council	L	H	issues	Review March 2023
Council acts in an Ultra Vires way	Council makes an unlawful decision or one in which they had no power to do so	M	H	Town Clerk ensures, as far as possible, that legislation permits action. Where there is doubt no action is to be taken until professional advice is provided in writing. Town Clerk attends CPD sessions and briefings from appropriate trade bodies to ensure up-to-date knowledge. Training is in place for other office staff to ensure relevant knowledge levels for any decisions they make as part of their role. Standing Orders reviewed during 2018-19.	Review March 2023
Contracts and Best Value Principles	Council fails to follow procedures contained in Financial Regulations or within the principles laid down for Best Value	L	M	<p>Prior to any negotiations taking place that involves new, or the renewal of contracts, the financial Regulations appertaining to contracts should be read and guidance followed.</p> <p>The council should, as far as possible, follow the principles of best value in all its purchases. In doing this it is understood that there will be certain specialist services where the full principles of best value cannot be</p>	

				<p>adhered to. Such instances should be noted in the minutes with the reasons clearly given.</p> <p>Standard procedure is for three quotations to be obtained prior to committing spend. All spend over £2000 comes to the relevant Committee for authorisation, so decisions are minuted.</p>	Review March 2023
Data breach of other data protection violation	Personal data is put at risk by data breach or cyber-attack; Council fails to comply with Data Protection regulations	L	M	<p>Audit of Council procedures related to data governance and the Data Protection Act carried out. Antivirus and anti-malware systems in place. RFO understands procedure to follow in the event of receiving a Subject Access Request. Staff aware of Data Breach process and protocol.</p>	Review March 2023