

LYME REGIS TOWN COUNCIL

RISK ASSESSMENT 2021/22

RISK	Impact	Probability	Overall Score	CONTROL (and agreed improvements)
Protection of physical assets	4	2	8	Buildings, contents, machinery and vehicles insured. Revaluation of rebuilding cost periodically to a frequency advised by insurers.
Security of buildings, equipment	3	2	6	Alarms on guildhall and council offices, also cemetery workshop/store, amenity hut, Jubilee Pavilion and external works' depot. Contents insured.
Maintenance of buildings	4	2 3	8 12	Buildings currently maintained according to requirement <u>planned maintenance programme</u> . Annual inspection of electrical and safety equipment. Asset management strategy to be developed 2021/22
Financial management	3	3	9	RFO appointed with specified duties. Financial regulations adopted and reviewed regularly. Appointed finance manager and assistant finance manager in post to create more resilience in finance team . Backlogs have been resolved
Banking	5	1	5	Non-speculative investment policy agreed with priority given to protecting the security of deposits. Schedule of all investments and cash holdings reported to council, as well as all loans.
Risk of consequential loss of income	4	3	12	Limited insurance cover.
Loss of cash through theft or dishonesty	3	2	6	Minimal petty cash and floats. Fidelity Guarantee insurance in place, currently £1million to cover all liquid assets. Receipts issued. Amenity staff handle substantial amounts of cash through a till. Checked against ticket records daily by finance team with cash sheets and till rolls checked daily . <u>New electronic point of sale system in place has increased accountability</u> . All other monies banked promptly or held overnight in a safe.
Expenditure controlled	3	2	6	Competitive tendering procedures in place. All invoices certified by RFO or delegated officers. Monthly payment schedule prepared by finance manager

				and submitted to Full Council or Strategy and Finance Committee. All cheques signed by two members of council. Electronic banking requires PIN entry by two designated authorising officers. Internal and external audit. Pay levels fixed according to national agreements and reviewed annually by council.
Comply with Customs and Excise regulations	4	2	8	Subscribe to CIPFA VAT Reference Manual. <u>Council is a member of CIPFA.</u> VAT quarterly reconciliation payments and claims by finance manager. Internal and external auditor scrutiny.
Sound budgeting to underline annual precept	3	3	9	The town council receives detailed budgets in the late autumn. Precept derived directly from this. Expenditure and income against budget reported to four meetings of Strategy and Finance Committee and internally to the management team monthly.
Financial records	3	2	6	Electronic financial management system in place. Purchase, sales ledger and payroll in place. Regular reconciliation of each bank account. Timely production of annual financial statements and monthly reports.
Maximise income	3	3	9	Professional valuations of commercial rents. Annual review of all charges. Prompt invoicing and follow up procedures. Clear write-off procedure. Tendering procedure for concessions. Debt management policy to be implemented.
Comply with borrowing restrictions	3	1	3	Conditions of Dorset Council loan reviewed and complied with.
Risk to third party, property or individuals	3	3	9	Insurance in place. Open spaces checked regularly. In-house survey of all council-owned trees by an appointed and suitably trained member of staff.
Legal liability as consequence of asset ownership (especially burial ground and playgrounds)	3	3	9	Insurance in place. H&S audits annually. Weekly checks of playgrounds. Written records kept. Annual inspections by independent body registered under RPII (Registered Playground Inspectors International). Topple testing carried out annually on memorials.
Comply with employment law	3	2	6	Membership of various national and regional advisory bodies. Professional legal advice taken when required. Council is a member of SW Councils and

				advice taken from external HR consultant. Support services manager <u>obtaining holds</u> level 5 HR qualification.
Comply with Inland Revenue requirements	3	2	6	Regular advice from Inland Revenue and support from Sage, internal audit engaged on a three-year contract and external audit engaged annually.
Safety of staff and visitors	3	2	6	Full protective clothing and equipment provided and worn. Lone workers issued with mobile phones. Locked <u>counter door</u> in council office reception. Regular H&S risk assessment checks of guildhall, particularly before public events. Staff receive appropriate health and safety training.
Ensuring activities are within legal powers	4	2	8	Clerk clarifies legal position on any new proposal. Further professional legal advice sought where necessary.
Motor vehicles	3	2	6	Insured.
Proper and timely reporting via the minutes	3	1	3	Council meets six-weekly and receives the reports and considers the recommendations of committee meetings held in the interim. Minutes verified at the next meeting of each body and signed by the chairman as a correct record. Prompt publication of the minutes via the website, where possible, and availability at the council offices.
Proper document control	3	4	12	Original leases and legal documents in town council office. Other data storage to comply with Data Protection Act <u>and General Data Protection Regulation</u> . Microfilmed deed storage. Electronic storage of new documentation to be pursued.
Security of data	3	3	9	Back-up of all systems carried out off-site. <u>Adequate cyber security from third parties, e.g. banks</u>
Continuity cover in the absence of key staff	3	3	9	Step-by-step guidance documented on all financial procedures. Continuity training of other staff implemented. Assistant finance manager in post strengthened ability to comply with financial procedures.
Register of interests maintained. Gifts and hospitality declared.	4	1	4	Register of interests completed. <u>New digital register of interests will strengthen compliance and accountability</u> . Gifts and hospitality registered. Standing orders adopted and reviewed regularly.