

Abergavenny Town Council

BUSINESS RISKS REGISTER 2020/21

This Register relates to the Financial Year 2020/21

1. Financial & Administrative Risks

Risk	Initial Risk H/M/L	Outcomes	Response	Residual Risk	Action	Comments
1.1 Insufficient funding to enable the Council to meet its objectives	H	Unable to deliver or fully deliver the Council's planned services, activities and events	<ul style="list-style-type: none"> • Prepare an annual budget and precept • Undertake an annual review of charges • Make longer term financial forecasts • Monitor actual spend against budget 	L	Review annually	The Council has approved a precept for the 2020/21 financial year. Charges are kept under regular review and the Sub Delivery Sub Committee is reviewing contracts. Longer term financial commitments are kept under review, however longer term forecasts could be improved. Reserves are carefully monitored, with funds earmarked to meet known or anticipated pressures. Spend is monitored against budget by Policy & Resources Committee and individual Committees; Environment and People & Communities.
1.2 Losses due to fraud, error, theft or inadequate systems of internal financial control	H	Reputational costs, inconvenience and motivational costs, additional stress and strain	<ul style="list-style-type: none"> • Ensure sound financial instructions and procedures are in place • Ensure standing orders are in place • Ensure sound systems of internal and audit check, controls and balances are in place • Ensure financial records are accurately maintained on a high priority basis • Prepare annual accounts in accordance within the latest regulatory framework • Ensure an annual independent internal audit takes place 	L	Review annually	The Council has sound financial instructions and procedures in place which are subject to audit. Insurances are in place and are subject to review. Standing Orders & Financial Regulations are in place and are reviewed annually. Accounts are prepared in accordance with appropriate frameworks. Members are actively involved in these processes at several points to provide an assurance of the adequacy of the council's internal control environment. This includes Policy & Resources Committee monitoring the

			<ul style="list-style-type: none"> • Provide appropriate insurance cover to mitigate against losses caused by these “threats” e.g. fidelity guarantee, money, theft, all Risks cover 			<p>implementation of internal audit recommendations.</p> <p>A separate bank account has been created for funds raised on behalf of the Mayor’s Charity.</p> <p>Internal auditor appointed for 2019/20 and following satisfactory performance a three year contract will be considered.</p>
1.3 Security on monies, reserves and resources	H	Physical Loss and expense to the Council	<ul style="list-style-type: none"> • Ensure sound systems are in place for the recording, administration and banking of cash and cheques • Undertake a monthly bank reconciliation • Ensure monies are banked promptly • Provide a secure office • Undertake an inventory of assets in Mayor’s Parlour 	M	Review annually	<p>Appropriate systems are in place and are subject to audit. Monthly bank reconciliations are reported to members. Money is banked promptly. The office is within a secure building, and the drawer containing any money and cheque books is locked each evening.</p> <p>An inventory of the assets in the Mayor’s Parlour is underway and will be completed following relocation to the new Mayor’s Parlour. Assets in the Mayor’s Parlour will be locked away within the Parlour as a new built in cupboard will be constructed and this will be lockable.</p>
1.4 Staffing inadequacies/ inefficiencies	M	Reputational loss and cost	<ul style="list-style-type: none"> • Staff development and training Professional courses • Encourage membership of appropriate supporting organisations (SLCC etc) • Provide appropriate insurance cover for negligence etc. • Budget Provision for “unforeseens” 	L	Put training into place. as necessary	<p>Annual performance appraisal of staff carried out and monthly 1-2-1 staff meetings take place between the Town Clerk and the Mayor.</p> <p>Staff training needs are kept under review. The Town Clerk has completed the CiLCA (Certificate in Local Council Administration)</p> <p>The Town Council has approved a Training and Development Policy for staff and Councillors and Councillors are actively encouraged to undertake training.</p>

1.5 Long term absence of staff	M	Unable to deliver the Council's activities	<ul style="list-style-type: none"> • Ensure that the staff are competent in managing the meetings to ensure that the Town Council can operate • Ensure budget provision to cover additional hours/temporary staff 	L	Put mentoring in place to increase the skills and knowledge of the officer team	<p>In 2020/21, a Responsible Financial Officer will be appointed. The responsibilities within the job description will include cover for the Town Clerk.</p> <p>The insurance cover includes Critical Persons cover which will provide some financial recompense to the Town Council to cover employing a temporary member of staff should the Town Clerk be on long term absence.</p> <p>To have monthly appraisal meetings between the Town Clerk and Admin Assistant which will identify training needs</p>
1.6 Temporary/permanent restrictions on accommodation	H	Suitable accommodation is not available in the Town Hall during refurbishment works	<ul style="list-style-type: none"> • Continued liaison with MCC and project management team • Identify alternative accommodation • Change meeting dates and publicise changes • Operation of the Council to adjust to new accommodation 	M	Temporary risk	<p>The impact of the refurbishment works at the Town Hall will continue into early 2020/21.</p> <p>New meeting space will require changes to the operation of the Council as both meeting rooms are smaller than previous.</p> <p>Town Clerk's new office will be smaller than the office originally proposed. This may require different ways of working &/or storage of office files in the Mayor's Parlour.</p>

2. Council Assets Threats

Risk	Initial Risk H/M/L	Outcomes	Response	Residual Risk	Action	Comments
<p>2.1 Fire, Act(s) of God, damage, vandalism and theft, IT viruses</p>	<p>H</p>	<p>Loss of assets or loss of use of assets, inability to deliver services, inefficiencies and disruption or delay</p>	<ul style="list-style-type: none"> • Provide appropriate insurance cover • Ensure staff are trained and undertake regular fire drills and inspections, ensuring staff are fully aware of and conversant with procedures for evacuation of building and safe use of equipment • Ensure that all data is regularly backed up in-house and off-site • Use fire-proof storage wherever possible • Undertake planned periodic buildings condition checks and take any remedial action as soon as possible, prioritising work schedule • Ensure compliance with various health & safety requirements, including Risk assessments, safety (PAT and other tests/inspections) • Use appropriate anti-virus programmes and undertake periodic checks to ensure systems are still adequate 	<p>M</p>	<p>Review annually</p>	<p>Insurance cover is in place. The Council's health & safety documentation and procedures are subject to review and inspection to ensure that they continue to meet the council's business needs and statutory obligations.</p> <p>Arrangements will be made to PAT test the office equipment when relocated to the new office</p> <p>Data is backed up on an external hard drive once a week and taken off site</p> <p>The Town Clerk will liaise with MCC staff to ensure that all Town Council staff are fully aware of the fire drill procedures under the new accommodation arrangements.</p>

3. Legal Threats

Risk	Initial Risk H/M/L	Outcomes	Response	Residual Risk	Action	Comments
3.1 Ultra Vires	H	Possible surcharge on elected members, disqualification from office, reputational loss	<ul style="list-style-type: none"> • Ensure the Council keeps up to date with all necessary legislation • Take up and/or maintain membership of appropriate bodies such as One Voice Wales, SLCC 	M	Review Annually	The Council's membership of bodies such as One Voice Wales and Society of Local Council Clerks (SLCC) helps ensure that it keeps up to date with legislation. This helps ensure that the Council continues to act within its powers and complies with appropriate requirements. Matters relating to the Code of Conduct are discussed with the Monitoring Officer at MCC.
3.2 Non-compliance E.g., PAYE, VAT, Inland Revenue, Data Protection, Health & Safety, Human Rights, Employment Law, Accounts & Audit Regulations, Equality, FOI Act, Welsh Language Scheme	H	Possibility of fines for failure to meet obligations, court action, tribunal etc.	<ul style="list-style-type: none"> • Ensure the Council keeps up to date with all necessary legislation • Use or buy expertise if the necessary expertise is not available in-house • Undertake appropriate staff training • Take up and/or maintain membership of appropriate bodies such as One Voice Wales, SLCC, Zurich Insurance • Keep abreast of 'good practice' guidelines. • Review policies 	M	Review Continually	<p>The Council's membership of bodies such as One Voice Wales and SLCC helps ensure that it keeps up to date with legislation. This helps ensure that the Council continues to act within its powers and complies with appropriate requirements. The Clerk is also able to call on the SLCC and Monmouthshire CC for advice and support.</p> <p>The Council has in place policies to ensure compliance.</p> <p>The Town Council has complied with annual reporting requirements of the Wellbeing of Future Generations Act and Environment Act.</p> <p>The Town Council has outsourced its payroll.</p> <p>A Data Retention Policy has been agreed and work has started on destroying documentation that does not require retention. This exercise will continue when the new office accommodation is ready.</p>

<p>3.3 Well-being of Future Generations (Wales) Act 2015</p>	<p>H</p>	<p>Reputational loss. Breach of statutory obligations</p>	<ul style="list-style-type: none"> • Ensure the Council keeps up to date with all necessary legislation • Use or buy expertise if the necessary expertise is not available in-house • Undertake appropriate staff training • Take up and/or maintain membership of appropriate bodies such as One Voice Wales, SLCC, Zurich • Keep abreast of 'good practice' guidelines. • Improved relationship with Monmouthshire PSB 	<p>M</p>	<p>Review Continually</p>	<p>The Council has made good progress in identifying its responsibilities under the Act.</p> <p>The Town Council prepared an Annual Report for 2018/19 as required by the Wellbeing of Future Generations Act and forwarded the report to the PSB.</p> <p>All Town Councils in Monmouthshire that have a duty under the Act are now represented on the PSB Programme Board. The Abergavenny Town Council Town Clerk is representing all 4 Town Councils at these meetings.</p> <p>The Town Council has embedded the PSB wellbeing objectives within the revised Community Grants Scheme, Annual Report structure and Strategy & Action Plan.</p>
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4. Operational Threats

Risk	Initial Risk H/M/L	Outcomes	Response	Residual Risk	Action	Comments
4.1 Accidents (public) & liabilities Negligence	H	Possibility of fines for failure to meet obligations, court action etc., Compensation payments, damages etc.	<ul style="list-style-type: none"> • Ensure public liability cover is in place and that the level of cover is adequate • Ensure that duty of care is uppermost when planning and/or providing a service or activity (Risk assessments) • Regularly inspect premises and equipment 	L	Review Continually	Appropriate insurance is in place. Activities to be appropriately Risk Assessed. The Council's health & safety documentation and procedures are subject to review and inspection to ensure that they continue to meet the council's business needs and statutory obligations.
4.2 Accidents (elected members and staff) Negligence	H	Costs of staff time, replacement, possible compensation claims etc.	<ul style="list-style-type: none"> • Ensure public liability cover is in place and that the level of cover is adequate • Ensure that duty of care is uppermost when planning and/or providing a serve or activity (Risk assessments) • Regularly inspect premises and equipment 	M	Review Continually	Appropriate insurance is in place and activities are Risk Assessed. The Council's health & safety documentation and procedures are subject to review and inspection to ensure that they continue to meet the council's business needs and statutory obligations.
4.3 Inadequate communication	H	Loss of reputation and goodwill	<ul style="list-style-type: none"> • High standards of recording minutes and other council business decisions • Periodic press releases • Use of Town Council noticeboard • Timely responses to all correspondence, consultations etc. • Respecting electors rights by allowing attendance at meetings and other appropriate occasions • Good conduct and adherence to National Code of Conduct at all times • Properly conducted meetings, complying with standing orders 	M	Review Annually	Minutes/agendas and associated reports are available on line. Press releases are regularly issued. Notice Boards used. Meetings open to the public. Meetings held in accordance with standing orders. New website went live in September 2019, this allows publishing of news stories together with more information on the work of the Council and meetings. A Facebook page has been set up but requires some amendments before it will be used.

5. Political/Reputational

Risk	Initial Risk H/M/L	Outcomes	Response	Residual Risk	Action	Comments
5.1 Goodwill and adverse publicity	H	Loss of reputation and goodwill	<ul style="list-style-type: none"> Respecting electors rights by allowing attendance at meetings and other appropriate occasions Good conduct and adherence to National Code of Conduct at all times Properly conducted meetings, complying with standing orders Proper recording of members interests and gifts etc. Applying sound principles when dealing with representational matters, particularly in local planning and licensing issues 	M	Review annually	Public attendance at meetings and other appropriate occasions is encouraged. Members adhere to the Council's Code of Conduct. Meetings are held in accordance with Standing Orders. Interests are declared.

6. Special Events, Services & Activities

Risk	Initial Risk H/M/L	Outcomes	Response	Residual Risk	Action	Comments
6.1 Events	H	Inability to deliver service, resulting in expense, loss of reputation and goodwill	<ul style="list-style-type: none"> Ensure appropriate budget is in place Ensure sufficient staff are available to provide necessary support Ensure proper orders and/or contracts with venue and contractors are in place to minimise Risk and embarrassment Undertake appropriate Risk assessments to reduce or remove accidents Risks Complete MCC ESAG (Event Safety Advisory Group) form 	M	Review annually	People & Communities Committee meets bi-monthly and has oversight of events. Budgets, staff and relationships with venues etc. are in place. Risk Assessments are undertaken. All required licences are applied for.

<p>6.2 Recurring Commitments – Core funding (Playscheme, Citizens Advice, Tourist Information Centre)</p>	<p>H</p>	<p>Inability to provide funds resulting in an inability to deliver the service, resulting in expense to the third party and loss of reputation and goodwill</p>	<ul style="list-style-type: none"> • The Council will receive an annual proposal setting out any changes from previous years • Ensure appropriate budget is in place 	<p>M</p>	<p>Review annually</p>	<p>The Council has entered into multi-year funding arrangements with many organisations previously subjected to requirements to apply annually.</p> <p>Members will receive an annual report from these organisations on how the funding was used and benefitted residents.</p> <p>The Council is represented on the management committees of many of the organisations in receipt of multi-year funding. Members report back from these meetings.</p>
<p>6.3 Recurring Commitments – Monmouthshire CC</p>	<p>H</p>	<p>Inability to provide funds resulting in an inability to deliver the service resulting in loss of reputation and goodwill</p>	<ul style="list-style-type: none"> • The Council will receive an annual proposal setting out any changes from previous years • Council to review proposal • Ensure appropriate budget is in place 	<p>M</p>	<p>Review annually</p>	<p>Service Delivery Sub Committee is undertaking a detailed review of the scope and manner of the agreements between the Council and Monmouthshire CC to ensure value for money. Progress is hindered by the time of MCC officers to respond.</p>
<p>6.4 Recurring Commitments - Festivals</p>	<p>H</p>	<p>Inability to deliver service, resulting in expense, loss of reputation and goodwill</p>	<ul style="list-style-type: none"> • The Council will receive an annual proposal setting out any changes from previous years • Ensure appropriate budget is in place 	<p>M</p>	<p>Review annually</p>	<p>The Council has entered into multi-year funding arrangements supporting many of the Town's annual Festivals. Members will receive an annual report from Festival organiser setting out how the funding was used and resulting benefits to the Town.</p>
<p>6.5 Community Grants Scheme</p>	<p>H</p>	<p>Inability to provide funds to grant applicants.</p>	<ul style="list-style-type: none"> • Ensure appropriate budget is in place • Ensure that the grants scheme documentation is regularly reviewed • Ensure sufficient staff are available to provide necessary support to applicants 	<p>M</p>	<p>Review annually</p>	<p>The Council has reviewed its criteria for awarding Grants. A dedicated budget is now within the annual budget and grant applications are considered by the Policy & Resources Committee. Feedback from grant recipients is received and reported to Policy & Resources Committee.</p>

<p>6.6 Community Awards, ad hoc events and activities</p>	<p>H</p>	<p>Inability to deliver the services and opportunities to the community</p>	<ul style="list-style-type: none"> • Ensure appropriate budget is in place • Ensure sufficient staff are available to provide necessary support • Undertake appropriate Risk assessments to reduce or remove Risk of accidents • Partnership opportunities. 	<p>M</p>	<p>Review annually</p>	<p>Budgets, staff and relationships with others are in place. Risk Assessments are undertaken. Members have oversight of special events, services and activities.</p>
<p>6.7 Consultation & Representation</p>	<p>M</p>	<p>Poor two-way consultation, resulting in loss of reputation, goodwill, understanding etc.</p>	<ul style="list-style-type: none"> • Ensure all consultation from other organisations, bodies, agencies and individuals is properly scheduled for consideration and due dates are met • Ensure all consultations from Abergavenny Town Council are objective • Ensure Code of Conduct is strictly adhered to. 	<p>L</p>	<p>Review annually</p>	<p>Appropriate consultation exercises are reported to members to allow responses by due dates.</p> <p>Regular dialogue with One Voice Wales helps ensure that the Council is aware of consultations.</p>