



LYDNEY TOWN COUNCIL: RISK MANAGEMENT (Adopted April 2024)

(Level: L= Low Risk, M = Medium Risk, H = High Risk)

This document has been produced to enable the Town Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise and mitigate them.

Risk Assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Town Council to identify any and all potential risks, inherent in the place or practices.

Based on a recorded assessment the Town Council should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practicably possible. The Risk Assessment document is to be reviewed annually.

In carrying out the Risk Assessment, the following steps were taken –

- Identify the areas to be reviewed
- Identify what the risk may be
- Evaluate the management and control of the risk and record findings

Area	Risk	Level	Controls
Assets	Protection of physical assets	M	Buildings insured. Value increased annually by RPI. Annual physical verification of assets.
	Security of buildings, equipment etc.	H	Regular checks by staff/reports from public investigation Alarms System installed. PAT Testing
	Maintenance of buildings etc	M	Buildings currently maintained on an ad hoc basis. Planned programme of; electrical and safety/fire inspections implemented
	Maintenance (Noticeboards/Street Furniture etc.)	M	All assets owned by the Town Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is authorised in accordance with the correct procedures of the Town Council. Assets are insured.
Finance	Banking	M	Addressed weekly or £200 trigger Cash banked locally – Lloyds TSB

	Risk of consequential loss of income	M	Insurance cover, insurance does not cover loss of income/relocating office. - Important documents/computer records backed-up daily by 'off-site' I.T technical support.
	Loss of cash through theft or dishonesty	L	Receipts issued. Insurance provision & Risks Managed. Segregation of duties reduces the risk relating to an individual. The Clerk, Assistant Clerk & Finance Assistant conduct thorough reviews. In areas where there are risks, the cost of control would exceed the potential loss. Fidelity Guarantee insurance is in place. 'In-house' internal controls implemented/6 monthly Internal Audit/External Audit annually.
	Insurance	M	Risk assessment assists in identifying requirements. An annual review is undertaken of all insurance arrangements. Policy covers Public Liability, Employers and Employee liabilities, Fidelity Guarantee and a range of other possible losses.
	Financial controls and records	M	Monthly Reconciliation Payment Schedule/Bank Statement prepared by Finance Assistant/Assistant Clerk and checked by Responsible Financial Officer (RFO) and presented to Full Council for approval. All expenditure requires two councillor and Clerk's signature (cheques/Debit & Electronic payments etc). All electronic payments (including salaries via BACS) correctly approved/authorised by two signatories plus Clerk (RFO) in advance of payment being made. Half yearly and annual Internal Audit and Independent External Audit. Clerk completes Annual Governance & Accountability Return (AGAR)
	Comply with Customs and Excise Regulations	M	Use help line when necessary. VAT payments and claims calculated by Finance Assistant and checked by RFO. Internal and external auditors confirm accounting practice. The power under which each item of expenditure is made is recorded on the schedule of VAT payment in Rialtas.

			All VAT incurred is recorded separately in the accounting systems. VAT is only reclaimed where HMRC rules permit this.
	Sound budgeting to underlie annual precept	M	All Committee's receive detailed budgets in the late autumn. DRAFT budget presented to Full Council for approval, Precept derived directly from this information and considered/approved by Full Council. Expenditure against budget reported to Finance Committee/Council quarterly. Separate itemised Spreadsheet for relevant staff (Monitoring Ground Staff Budget) Finance Officer to report variances against budget to RFO weekly.
	Complying with borrowing restrictions	L	No new borrowing likely at present No Public Work loan
	Grants received	L	Grants awarded with terms and conditions and specific to a project; normally only paid on submission of receipts and evidence of payment, financial reports detailing expenditure without income would reveal non-payment.
	Charges-rents, tolls and other receivables	L	The Council conducts a review of charges annually. The Clerk, Finance Assistant and the Assistant Clerk undertake reviews to confirm that the appropriate amount of income has been received.
	Grants and support payable	L	All expenditure goes through the required Council process of approval, recording and listing. Any expenditure under S137 powers is identified.
	Council records – paper	M	The records are stored in the Council office. Records include historical correspondence, minutes, insurance, bank records. Important documents are stored in a fireproof cabinet. A programme of scanning documents into an electronic form is underway
	Council records – electronic	M	Electronic records are stored on a number of computers and back up storage devices at different locations. Back up of electronic data is made at regular intervals.

Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated when damage reported/Tree Inspection under review (<i>Owner/Occupiers Liability Act</i>). Risk assessments of individual events such as Christmas lights/Community Day/Firework Display - carried out as necessary. Work Place Risk Assessments conducted as appropriate Training Matrix kept up to date/refresher training provided as appropriate.
	Legal liability as consequence of asset ownership (especially burial ground, playgrounds and skateboard park)	H	Insurance in place (Reviewed at least annually) New equipment added ad hoc. Weekly checks of playgrounds/open spaces and written electronic records kept. Skateboard Park insured separately and inspected by professional supplier (Maverick) as required - Risk Assessments of playgrounds undertaken by rounds Team
	Cemetery Administration	L	Procedures to be reviewed annually
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies including Employees Organisation – Wellers Law Group Employer/Employee updates forwarded by Employment Consultant - Town Clerk is member of SLCC (Principal Level) and Lydney Town Council is a member of the County Association - GAPTC
	Comply with Inland Revenue requirements	M	Regular advice from Inland Revenue and Rialtas on compliance. Internal and external auditor carries out half yearly/annual checks.
	Safety of Staff and visitors	M	Alarm/camera fitted to restrict access to building. Panic button installed Work Station Risk Assessment conducted annually H&S Policies/RAs - on-going/Reviewed at least annually Staff trained in H&S (i.e. Fire Marshall, First Aid)

Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary – GAPTC/SLCC etc.
	Proper and timely reporting via the Minutes	M	Council meets monthly and approves previous meeting Minutes. Minutes made available to press and public and displayed via the Town Council website.
	Proper document control	M	Originals stored in Strong Box at Bank. Copies kept in the office.
	GDPR	L	The council is registered with the Information Commissioner's Office (ICO). Data is only held and distributed in accordance with GDPR rules. Council to ensure it remains GDPR compliant. All personal data retention to have been correctly authorised/approved or destroyed.
	Freedom of Information	L	The Model Publication scheme has been adopted. To date there have been few requests under FOI. If a substantial request came in it could create a number of additional hours work. A fee to cover the extra hours would be charged.
	Trees	M	The Council has a large number of trees located on a number of its properties. There is a risk to persons and property from falling branches, trees and from root ingress. There is a need to maintain a regime of regular inspection in locations where the risks are highest. Clerk to establish regime for inspection of trees in high-risk locations
Councillors propriety	Registers of Interests and gifts and hospitality in place	H	Register of interest completed (as appropriate). Declaration of Interests - Agenda Item each meeting. Hospitality Register maintained.