

Impact/Likelihood key:

H – 4 or 5

M – 3

L – 1 or 2

RAG Rating Key:

G – Green (1-5)

A – Amber (6-15)

R – Red (16-25)

Frodsham Town Council

Risk Register 2017-18



Reviewed by FTC 27 March 2017 (Specific risk assessments are carried out for particular events (such as fireworks) when needed).

	Impact	Likelihood	RAG Rating	Mitigation	Responsibility	Notes
1. Finance						
Cash						
Theft of cash	H	L	A/G	Cash locked in secure drawer	Clerk	£100 max in office
Incorrect/inappropriate payments of cash	M	L	A	Periodic checks	Office Manager / Clerk	At least 2 people are involved in making any payment
Cash Receipts not accounted for	L	L	G	Cash banked when received	“	
Cheques						
Loss/theft of cheques	H	L	A/G	Cheque books kept in locked cabinet	“	
Inappropriate payments	M	L	G	Financial Regulations Clerk’s limit of £1000 3 signatures Reports to FTC each month	Councillors / Clerk	
Cheques not presented	L	L	G	Monthly bank account reconciliation	Book keeper / Clerk	
Insurance						
Ineffective/inadequate	M	L	G	Clerk to check market from time to time	Clerk	Re-tendered in 2016
Claims badly handled	M	L	G	Claims monitored	Clerk	
Non-receipt of sums due	M	L	G	Office manager’s checks	Office Manager / Clerk	
Bank Account						
Non-optimised returns	L	L	G	Clerk to check market from time to time	Clerk	
Instability of FTC's chosen bank	H	L	A/G	Spread risk between institutions Funds split between main account and our savings account. Monitor	Chair of P&P / Clerk	Second bank current account opened as precaution.

	Impact	Likelihood	RAG Rating	Mitigation	Responsibility	Notes
Inappropriate BACS payments	H	L	A/G	Reports to FTC each month 3 signatures Book keeper and Clerk's checks	Clerk	
Incorrect DDs/SOs	H	L	A/G	"	Clerk	
2. Property						
Damage/vandalism to playground equipment, gates, shed, town clock, and memorial site etc.	M	L	A/G	Insurance Regular inspection (ROSPA when appropriate) Regular servicing Good relationship with police, CWAC workforce Vigilant councillors Quick action to repair/make safe	Clerk / Councillors / Facilities Manager	
Loss or theft of regalia/valuables	L	L	G	Insurance Regular checking Secure storage	Clerk / Councillors	Councillors sometimes keep regalia at home.
Loss of value of assets	L	L	G	Maintenance Proper storage Physical checks Asset register	Clerk	
3. Health and Safety						
Accidents at work	H	M	A/R	Statutory notices Accident Book Careful supervision Maintenance Care with lifting etc. Training	Clerk / all staff	
Safe premises	H	L	A/G	Well maintained Statutory provisions, notices Training when needed	Clerk	
Accidents of public on Council land	H	L	A/G	Proper signage Hazards fenced off Insurance		

	Impact	Likelihood	RAG Rating	Mitigation	Responsibility	Notes
Wellbeing problems for staff and councillors	M	L	G	Policies for dealing with illness, stress and other HR matters in place and followed		
Accident while driving for work reasons	M	M	A	Drivers to be insured for business use. Adequate time allowed for travel Care with loaded vehicles	Clerk / Office Manager / Facilities Manager	
Accidents while using the van	M	M	A	Insurance cover in place Van properly maintained & kept in good condition Authorised drivers only with full driving licenses	Clerk/ Facilities Manager	
4. Council Procedures						
Important procedures not followed	H	L	A	Training Well communicated responsibilities Job descriptions Feedback	Chair of P&P / Clerk	
Negligence	H	L	A/G	Vigilance Feedback Disciplinary procedure	"	
Poor behaviour of councillors/staff – reputation damage	H	H	R	Code of conduct understood and followed Bad behaviour challenged Stated and lived Council values	"	
5. Data						
Natural Catastrophe	L	M	A/G	Disaster recovery plan in place	"	
Theft/Sabotage	L	L	G	Insurance Swift replacement facilitated by use of cloud	"	
Hardware/software failure	M	L	A/G	Support contract in place with Medhurst Disaster recovery plan	Chair of P&P	
Supplier/ISP/Cloud Failure	L	H	A/G	Disaster recovery plan. Likelihood very low indeed.	"	