

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 2018-19



Reviewed by FTC 26 March 2018 (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	G	No cash kept in the office	Clerk	
Incorrect/inappropriate payments of cash	M	L	A	All payments made by cheque, Standing Order or BACS	Administrative Assistant / Clerk	
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 meetings	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	Administrative Assistant’s checks	Administrative Assistant / Clerk	
Bank Account						
Non-optimised returns	L	L	G	Clerk to check market from time to time	Clerk	Presentation from CCLA in 2018.
Instability of FTC's chosen bank	H	L	A/G	Spread risk between institutions Funds split between current and savings account in Cooperative bank and deposit account with Bank of Scotland	Chair of P&P / Clerk	

	Impact	Likelihood	RAG Rating	Mitigation	Responsibility	Notes
				Copy of bank statements circulated with Finance Report.		
Inappropriate BACS payments	H	L	A/G	Reports to each FTC meeting 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 Independent annual inspection Regular servicing Good relationship with police, CWAC workforce Vigilant councillors Quick action to repair/make safe	Clerk / Councillors / Estates 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 – reviewed and updated annually	Clerk	
Loss of Office Base due to tenancy breaking down	H	M	A/G	Tenancy at Will agreed with CWAC Constantly monitoring availability of other office accommodation	Council	28 days' notice period
Loss of Office base due to damage, vandalism or other event	H	L	G	CWAC maintain the building Burglar and fire alarm systems monitored 24/7	Council	
3. Health and Safety						
Accidents at work	H	M	A/R	Statutory notices Risk assessments carried out Accident Book	Clerk / all staff	

	Impact	Likelihood	RAG Rating	Mitigation	Responsibility	Notes
				Careful supervision Maintenance Care with lifting etc. Training		
Safe premises	H	L	A/G	Well maintained Statutory provisions, notices Risk assessments carried out Training when needed	Clerk	
Accidents of public on Council land	H	L	A/G	Proper signage Hazards fenced off Insurance		
Wellbeing problems for staff and councillors	M	M	G	Staff Handbook regularly reviewed. Policies for dealing with illness, stress and other HR matters in place		Staffing sub-committee set up in 2017.
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 / Administrative Assistant / Estates 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/ Estates Manager	
4. Council Procedures						
Important procedures not followed	H	L	A	Qualified Clerk 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 –	H	H	R	Code of conduct understood and followed Bad behaviour challenged	“	

	Impact	Likelihood	RAG Rating	Mitigation	Responsibility	Notes
reputation damage						
5. Data						
Natural Catastrophe	L	M	A/G	Disaster recovery plan in place All data stored off site on UK based cloud storage facility	Chair of P&P / Clerk	
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 Prism Disaster recovery plan	Chair of P&P	
Supplier/ISP/Cloud Failure	L	L	A/G	Tendering & contracting procedure ensures only reputable company chosen. Disaster recovery plan. Likelihood very low indeed.	"	Contract changed to Prism in 2017
6. Personnel						
Loss of staff member	H	M	A/G	Recruitment procedures in place ensure correct person chosen for the job Staffing sub-committee established in 2017. Staff Handbook in place Grievance procedure National Joint Council contract and conditions apply. Training provided	Council	