

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 2019/20



Reviewed by PP&R 16-12-19 (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	Administrative Assistant / Clerk	
Cheques						
Loss/theft of cheques	H	L	A/G	Cheque books kept in locked cabinet	Administrative Assistant / Clerk	
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	Administrative Assistant / 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	
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 CCLA	Chair of PP&R / 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/PP&R meetings 3 signatures Admin Officer 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 / under contract NTC and Lowthers	
Loss or theft of regalia/valuables	L	L	G	Insurance Regular checking Secure storage	Clerk / Councillors	Councillors 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	
4. Council Procedures						
Important procedures not followed	H	L	A	Qualified Clerk Training Well communicated responsibilities Job descriptions Feedback	Chair of PP&R / Clerk	
Negligence	H	L	A/G	Vigilance Feedback Disciplinary procedure	Chair of PP&R / Clerk	
Poor behaviour of councillors/staff –	H	H	R	Code of conduct understood and followed Bad behaviour challenged	Chair of PP&R / Clerk	

	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	Chair of PP&R / Clerk	
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.	Chair of PP&R / Clerk	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	