

Financial Risk Assessment: 9. Strategic Risk Register					Responsible Officer: RFO/Full Council Committee
Ref No.	Hazard	Risk Assessment			Risk Control Measures
		Likelihood	Impact	Rating	
1	Disaster impacting on Town	1	2	2	<p>District &amp; County Council and other Authorities lead on local/national disasters.</p> <p>Basic Emergency Response Plan to be: In the event of a local or national emergency being declared, the following applies to all Members and Officers of Witney Town Council:</p> <p>(a) Make yourself available to help if you can;</p> <p>(b) Use your own common sense to determine appropriate action within your personal limits;</p> <p>(c) Listen for any communications;</p> <p>(d) Accept instructions from Category 1 responders i.e. Emergency Services, NHS Bodies and the District / County Council.</p> <p>Town Council to take part in exercises run by Category 1 responders as appropriate</p> <p>Town Council to take part in learning reviews after any disaster</p>
2	Terrorism Incident	1	2	2	<p>Terrorism insurance in place</p> <p>Advice received from H&amp;S Consultants</p> <p>Call 999</p> <p>Follow Government defined Run / Hide / Tell process</p>
3	Town Hall unserviceable (e.g. fire/flood)	1	3	3	<p>Business Continuity Strategy &amp; Action Plan to be reviewed to reflect changes in accommodation - but in summary:</p> <ul style="list-style-type: none"> <li>- There are no life-critical services provided</li> <li>- Emergency management team called together to agree priorities</li> <li>- Short term measured recovery in the alternative location such as the Corn Exchange.</li> <li>- Medium / Long term plan to return to Town Hall</li> </ul>

					Insurance in place to meet costs
4	Sudden loss of staff	2	3	6	Many tasks are already shared
					Many tasks are already covered on normal absence (holiday / sickness)
					Most core and critical processes are documented
					Seek support from other Town Councils/District Council
					Recruitment is the only long term solution
5	Sudden loss of Councillors	2	3	6	Chair, Town Clerk and Democratic Services Officer ensures meetings are quorate
					Standing Orders apply: if not quorate, no business may be transacted
					Council by-election/Co-option process would commence
					District Council informed if Council unable to transact business until by-election held
6	Loss of IT facilities	2	2	4	Business Continuity Strategy & Action Plan
					Full offsite backup service provided by existing IT supplier
					Battery backup service in place for orderly shut down on power outage
					Periodic testing of recovery of specific systems – e.g. Accounts
					Occasional power outages / internet access failures / PC failures already occur and are successfully managed operationally
7	Significant change in funding; sudden large expenditure required; excessive under-budgeting established	1	3	3	Council has established adequate reserves – equivalent to three months net revenue expenditure.
					Insurance in place to cover major risks
					Use other funding sources including loan from Public Works Loan Board
					Correct deficit via budget planning over subsequent years
					Extend forward budget planning over a number of years
					Experience in place to manage any public messages required

8	Fraud, Misconduct, Gross underperformance	1	3	3	Financial Risk Assessments in place
					Procedures in place to prevent / detect including payment authorisation and internal audit
					Plus management vigilance, informal monitoring, trust and spot checks
					Full appraisal system in place to ensure continuous development and improvement including support for professional qualifications and training
					Insurance in place to cover any resulting financial losses
					Never previously required in these circumstances but there is experience in place to manage any public messages required.
9	Media mis-reporting	3	2	6	Press Releases / News Items issued where relevant
					Follow Social Media and Media Relations Policy
					Councillors / Clerk available to brief journalists
10	Malicious mis-representation	1	2	2	Council believes that everyone has the right to free speech provided that this is exercised within the law.
					Policy of not responding to general "chit chat" except in very exceptional cases has been proven to minimise impact
11	Council action having unintended negative impact on other parties	1	3	3	Transparent procedures and processes in place to minimise likelihood in day to day service operations
					Effective project management / action planning / risk management procedures in place for all defined projects, functions, events and services
					Councillors available and prepared to discuss any impacts at any time
					Insurance in place to cover any resulting financial losses including public liability and libel/slander
					Expert / professional input sought where appropriate
12	Out-of-the-ordinary tasks having unexpected consequences	2	2	4	All ordinary services are covered by detailed procedures / processes, with high risk areas having their own specific risk management plans
					"One off" activities have their own risk management plans and discussions with the Safety Advisory Group where appropriate
					Expert / professional input sought where appropriate
					Post event reviews take place.
13	Contractors not	1	3	3	All tasks are controlled by defined contracts / purchase order or service level agreements

	suppling agreed services				All contracts / agreements are monitored as required by the relevant officers and relevant corrective actions taken
					Full procurement procedures (including credit checks) defined and followed
					Preferred and proven contractors used where possible
					Alternative suppliers continually considered
14	Confidential data being disclosed	1	3	3	Very little confidential data held
					Security measures in place and used – e.g. safes, shredding/confidential waste disposal contract, firewall etc
					Staff and Member training executed and nominated Data Protection Officer in place and embedded in Council admin
					Data Protection procedures and data held are fully reviewed as part of 2018 GDPR implementation
					Consideration applied as part of all new services / activities
<b>Reviewed by Town Clerk/ Chief Executive:</b>					<b>Date:</b>
<b>Approval by PGF Committee, signed by Chair:</b>					<b>Date:</b>