

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.
					Temporary staffing or use of agency staff as short-term solution. Recruitment is the only long term solution.
5	Sudden loss of Councillors	2	3	6	Chair, Town Clerk, Deputy 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 shutdown 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, plus specific earmarked reserves.
					Insurance in place to cover major risks.
					Use other funding sources including loan from Public Works Loan Board for large projects yielding a benefit over a number of years so that the burden of funding does not fall entirely on current council tax payers but is shared more fairly with future tax payers.
					Correct deficit via budget planning over subsequent years.
					Extend forward budget planning over five 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.
					Risk also managed through management vigilance, informal monitoring 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 misreporting	3	2	6	Press Releases / News Items issued where relevant.
					Follow social media and Media Relations Policy.
					Councillors / Clerk available to accurately brief journalists.
10	Malicious misrepresentation	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 of misinformation and also is best use of limited staffing resource.
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				<p>All contracts / agreements are monitored as required by the relevant officers and relevant corrective actions taken.</p> <p>Full procurement procedures (including credit checks) defined and followed.</p> <p>Preferred and proven contractors used where possible.</p> <p>Alternative suppliers continually considered.</p>
14	Confidential data being disclosed	1	3	3	<p>Security measures in place and used – e.g. safes, shredding/confidential waste disposal contract, firewall etc.</p> <p>Respect for confidentiality of data embedded in culture of the council.</p> <p>Staff and Member training has taken place and nominated Data Protection Officer in place and embedded in Council admin.</p> <p>Data Protection procedures and data held are fully reviewed as part of 2018 GDPR implementation.</p> <p>Consideration applied as part of all new services / activities</p>
				<b>Reviewed by Town Clerk/ Chief Executive:</b>	<b>Date:</b>
				<b>Approval by PGF Committee, signed by Chair:</b>	<b>Date:</b>