

Corporate Risk Assessment – Action Plan arising from 2025-26 assessment

<u>Reference</u>	<u>Hazard</u>	<u>Action and date</u>
Administration		
1.3	HMRC regulations	Partial exemption calculation to take place in relation to 2025-26 - commission DCK Accounting Solutions by 31 May 2026.
1.6	Theft, misappropriation or loss	Office staff training to be refreshed by 31 July 2026.
Banking & Investments		
2.1	Incorrect or illegal procedure	PGF Committee to review arrangements September 2026
Expenditure		
3.1	Effective payments system	Complete training of all relevant staff on the Omega purchase ordering system by 31 May 2026
3.4	Value for money	Procurement in relation to local councils is a complex area. The current policy sits alongside other documents referred to including the Council's Financial Regulations and Standing Orders. The RFO considers that it would be appropriate to draft a more comprehensive document that includes all the Council's requirements regarding governance relating to procurement in one document and also then moves on to detail procurement procedures based on existing internal good practice. This document would be drafted in consultation with the senior management team and other key officers involved in procurement. It is anticipated that having regard to the time available to

		undertake this task, a draft document could be presented to the meeting of this Committee due to take place on 28 September 2026.
Income		
5.3	Collection of income due to Council	Review procedures for collection of outstanding debts by 31 July 2026.
Insurance		
6.1	Cover	Latest advice is that buildings should be valued by RICS surveyor in relation to reinstatement costs every three years (previously every five years). This will need to be done in September 2026 and a budget agreed (PGF – 22 June 2026).
Internal audit		
8.5	Audit planning	Appointment of internal auditor to be considered by PGF at its meeting on 22 June 2026.
Strategic		
9.3	Town Hall not usable	Review Business Continuity Strategy & Action Plan – by 31 July 2026.
9.4	Sudden loss of staff	Formalise documentation in relation to procedures into standard procedure manuals by 31 December 2026 and then review.
9.7	Significant change in funding	Review the medium-term financial strategy in the light of current international situation and likely increased inflationary pressures – PGF 28 December 2026.

9.8 9.9	Media misreporting/malicious misrepresentation	Review procedures by 30 June 2026.
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Important note: Once approved by the Council the various tasks will be allocated to the relevant officers.