

Report No.2 **MALMESBURY TOWN COUNCIL - CORPORATE RISK REGISTER**

Risk No	Risk Title	Consequence	Risk Owner/s	1 - 4 Likelihood	1 - 4 Impact	Review Date	Mitigation Actions	Progress	R A G Status	Closure Date
GOVERNANCE										
G1	Failure to attract sufficient candidates for Member vacancies or elections	Reduced representation of neighbourhoods Lack of resource Possible meeting inquorate	Members	1	3		-actively publicise Council activities - seek candidates amongst friends and colleagues - publicise elections & vacancies on notice boards - publicise elections & vacancies in Parish Newsletter and website		G	
G2	Failure to achieve quorum at meetings	Business not transacted Decisions not made	Members Clerk	2	4		-issue annual meeting calendar to all members - issue meeting agendas promptly - record attendance - contact members who fail to attend meetings - review Standing Orders re attendance		G	
G3	Lack of public consultation by Council	Decisions not based on evidence People disenfranchised	Members	1	2		-ensure meetings publicised on notice boards -use Annual Parish Meeting - place articles in newsletters - include public participation on all agendas - ensure seating available at meeting for public - provide advice for members of the public attending -publish agendas and minutes on website		G	
G4	Failure to respond to electors wishing to exercise right of inspection	Complaints received Not transparent Non compliance	Clerk	1	2		-Clerk to advertise facility, and respond to requests		G	
G5	Members acting alone outside meetings	Members outside compliance Indemnities invalid Personal risk	Members	2	3		-obtain and read 'Good Councillor Guide' - avoid making commitments on behalf of the council - attend relevant training course		A	
G6	Council decisions not implemented	Confidence undermined Reputation risk arises Possible losses	Clerk	1	4		-Minutes to be considered at next meeting		G	

G7	Inaccurate, untimely, improper minutes	Poor decisions in future Poor evidence for decisions	Clerk	1	3		-Minutes published to councillors within 7 days of meeting and on website.		G	
G8	Failure to recognise and address conflict of interest	Lack of transparency Open to complaints of fairness or bias	Members	1	3		-Members to review in light of 2012 Standards regime and act accordingly		G	
G9	Incomplete/inaccurate register of Members' interests	Lack of transparency Open to complaints of fairness or bias	Members	1	3		-Members to review in light of 2012 Standards regime and update as and whenever required		G	
G10	Failure to complete/submit Annual Return on time	Auditors report qualified Public confidence suffers	Clerk	1	3		-Clerk to maintain diary		G	
G11	Improper contracting procedures	Possible losses Poor levels of service Possible increased costs	Clerk	1	2		-latest financial regulations to be enforced in all circumstances		G	
G12	Loss of data on PC due to system fault	Interruption to effective administration Possible financial loss	Clerk	1	4		-External hard-drive and UPS power supply installed -Weekly back up		G	
G13	Loss of services of Town Clerk	Interruption to effective administration	Members Clerk	2	2		-Clerk to enquire of neighbouring councils to form pool of advice to Deputy Town Clerk. Contact SLCC		G	
G15	Lack of professional advice	Poor decisions Costs and waste Possible non-compliance	Clerk	1	2		-Maintain membership of WALC and NALC		G	
	OBJECTIVES AND STRATEGY									
OS1	Lack of defined objectives or strategy	Resources not directed Poor performance management Risks not base lined	Members	1	3		-Council to agreed Strategic Plan		A	
OS2	Failure to correctly identify local needs or wishes	Council does not represent the people Resources not applied Democratic deficit	Members	1	3		-maintain close contact with local residents - advertise meetings to obtain residents' feedback - use questionnaires to identify local wishes - publicise plans and invite comments - review local papers, especially correspondence sections - use events to seek views and feedback		G	
OS3	Lack of public participation at meetings	Public voice not heard Potential lack of interest in vacancies Lack of transparency	Members	1	2		-ensure meetings publicised on notice board - place articles in newsletters		G	

							<ul style="list-style-type: none"> - include public participation on all agendas - ensure seating available at meeting for public - provide advice for members of the public attending -publish agendas and minutes on website 			
	REPUTATION									
R1	Allegations of libel or slander	Potential for litigation Costs of investigation Reduces confidence	Members	1	3		<ul style="list-style-type: none"> -Clerk to intervene at meetings -review all press releases or newsletter articles before release - review insurance cover -communications policy 			A
	FINANCE									
F1	Accidental damage to fixed assets	Costs of repair Loss of service until repaired	Clerk	2	2		<ul style="list-style-type: none"> - Maintain insurance - Playground inspection regime established. 			G
F2	Vandalism to fixed assets	Costs of repair Loss of service until repaired	Clerk	3	2		<ul style="list-style-type: none"> -Maintain inspection regime -Maintain insurance -Liaison with Police 			A
F3	Loss to third parties	Possible litigation Costs/damages	Clerk	1	3		<ul style="list-style-type: none"> -Review health & safety -ensure adequate insurance -check contractors insurance 			G
F4	Inadequate insurance	Balance of costs to be found	Clerk	1	4		<ul style="list-style-type: none"> -Council to review annually or if circumstances change 			G
F5	Loss or damage to moveable assets	Loss of heritage Replacement costs	Clerk Mayor	1	2		Mace and chain held in bank unless required for ceremonial purposes			G
F6	Failure to calculate/submit precept on time	Inadequate resources to meet commitments Costs of re-billing	Clerk	1	3		<ul style="list-style-type: none"> - Clerk to respond to Wiltshire Council notices Timetable agenda item for Members providing sufficient time for additional meetings if required 			G
F7	Inadequate annual precept and unsound budget	Inadequate resources to meet commitments	Members	1	4		<ul style="list-style-type: none"> -Chair and Members to build sound budget, using risk register and known commitments. Members to consider Reserves Policy built into Financial Regulations. 			G

F8	Failure to account for and recover VAT	Wasted resources	Clerk	1	3		- Clerk to review throughout year Internal auditor to check		G	
F9	Failure to stay within agreed budgets	Inadequate control Potential wasted resources	Members Clerk	1	2		-All committees to review at each meeting -Internal auditor to check -Reserves Policy to mitigate short-term impact of loss.		G	
F10	Holding excessive or inadequate reserves	Auditors report Poor use of resources Inability to meet commitments	Members	1	3		-Clerk to review as part of budgeting -Reserves Policy to set percentage of precept. - Council to review size of Reserves		G	
F11	Fraud by Clerk	Reputation Costs, Litigation	Clerk	1	3		-Adequate internal audit -Regular reporting to members -Control systems for managing expenditure		G	
F12	Fraud by Members	Reputation Costs, Litigation	Clerk	1	3		-Adequate internal audit -Regular reporting to members -Control systems for managing expenditure		G	
F13	Illegal activity/payments	Intervention by auditor with possible surcharge	Clerk Members	1	3		RFO involved in reports and advises on decisions Payments checked by internal auditor		G	
COMPLIANCE										
C1	Inadequate awareness of relevant legislation	Failure to comply	Members Clerk	2	3		-Maintain membership of WALC/NALC -Clerk to attend meetings Councillors to attend training courses		G	
C2	Failure to comply with relevant legislation	Litigation Costs Reputation damage	Members Clerk	2	3		-Maintain membership of WALC/NALC -Clerk to attend seminars -Liaise with internal and external auditors		G	
C3	Failure to maintain fixed assets register	Improper control Poor auditor's report	Clerk	1	2		-Council to review -Internal audit to review		G	
C4	Improper financial records	Potential for wasted resources	Clerk	1	2		-Internal audit to review	Internal Auditor reviews annually Inspection of payments by councillors before Council meetings	G	

C5	HMRC requirements not met	Costs Litigation	Clerk	1	3		-Clerk to liaise as necessary		G	
C6	Failure to comply with deadlines for accounts and returns	Poor auditor's report Reduction in confidence	Clerk	1	2		- Clerk to liaise with internal and external audit and ensure deadlines adhered to.		G	
C7	Non-compliance with data protection	Litigation Poor reputation	Members Clerk	1	3		-Clerk to monitor		G	

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