

GOVERNANCE

SUBJECT	RISK(S) IDENTIFIED	LIKELIHOOD	MANAGEMENT / CONTROL OF RISK	REVIEW
Compliance with law and Proper Practices	<ul style="list-style-type: none">Council does not fulfil its duties and obligations	HIGH	<ul style="list-style-type: none">Every disbursement has an identifiable power to spend.Staff training provided as required.Staff aware of Legal Powers and Duties and the statutory provisions in which they relate.New staff induction and training programme in place and carried out by all new staff. Refreshers available as required.New Councillor induction and training package in development.Additional training of Councillors and staff as required.Monthly Full Council meetings held.12 monthly Calander of meetings created and approved at Annual Town Council Meeting in May.Appointment of qualified and experienced Internal Auditor.Audit reports considered by Finance and General Purposes committee and required actions but in placeTown Council is a member of Somerset Association of Local Councils for advice and/or training if required.Clerk is a member of the Society of Local Council Clerks for advice and/or training if required.Financial Regulations, Councillor Code of Conduct, publication scheme and Standing Orders in place and reviewed annually.Statement of Accounts approved annually by Council.	AUTUMN 2024
	<ul style="list-style-type: none">Council exceeds its powers	HIGH		

MINEHEAD TOWN COUNCIL**RISK MANAGEMENT REVIEW – SPRING 2024****GOVERNANCE**

			<ul style="list-style-type: none">• Weekly Staff meetings in place to continually monitor risk.• Staffing structure in place, providing a long term arrangement for the position of Town Clerk• All other relevant policies in place and reviewed by staff and Councillors.	
Legislation Changes / Introduction of new Unitary Authority	<ul style="list-style-type: none">• Establishment of a new Unitary Authority could impact on services / responsibilities• Poor relationship / communication with new Authority affecting services	HIGH	<ul style="list-style-type: none">• £75,000 budgeted in 2024/25 budget to address Devolution Costs.• Access to SC asset lists and costs for service provision and intervals to serve as reference for devolution negotiations and/or S114 notice issued on SC.• Town Council aware of all assets and services provided by SC and is aware on how these services may be affected in the event of a S114 notice.• Every disbursement has an identifiable power to spend including the obtaining and running of assets and services.• Regular, established communication with assigned Somerset Council Officer for devolution negotiations.• Council to be certain of all costings/liabilities and associated information and costs before committing to any asset or service devolution agreement.• Ongoing communication with Somerset Council via Local Community Network meetings and Biweekly Somerset Council Clerks meetings.• Regular communication with neighbouring Councils including continued engagement with Local Community Network groups.	SUMMER 2024

MINEHEAD TOWN COUNCIL**RISK MANAGEMENT REVIEW – SPRING 2024****GOVERNANCE**

			<ul style="list-style-type: none">• Support network of Somerset Clerks in place with regular professional communication channel in place.• Town Council is a member of Somerset Association of Local Councils for advice and/or training if required.• Clerk is a member of the Society of Local Council Clerks for advice and/or training if required.• Somerset Council Asset and service devolution policy framework in place.	
SUBJECT	RISK(S) IDENTIFIED	LIKELIHOOD	MANAGEMENT / CONTROL OF RISK	REVIEW
Council Meetings	<ul style="list-style-type: none">• Council meetings not held regularly and conducted properly	LOW	<ul style="list-style-type: none">• Every disbursement has an identifiable power to spend.• Staff training provided as required.• Staff aware of Legal Powers and Duties and the statutory provisions in which they relate.• Council meetings appropriately advertised and open for the public to attend.• Monthly Full Council meetings held.• 12 monthly Calander of meetings created and approved at Annual Town Council Meeting in May.• Appointment of qualified and experienced Internal Auditor.• Councillors receive Agendas and relevant document information within statutory required timeframe.• Agendas and minutes published on website.	AUTUMN 2024
	<ul style="list-style-type: none">• Council business not properly recorded	LOW		
	<ul style="list-style-type: none">• Decisions not implemented	MEDIUM		

MINEHEAD TOWN COUNCIL**RISK MANAGEMENT REVIEW – SPRING 2024****GOVERNANCE**

			<ul style="list-style-type: none">• Financial Regulations, Councillor Code of Conduct, publication scheme and Standing Orders in place and reviewed annually.• Standing Orders are upheld when undertaking Council business in meetings.• Decision follows up/action monitoring system in place.• Accurate minute taking with accurate advice provided relating with identifiable powers associated and clear resolutions recorded.• Town Council is a member of Somerset Association of Local Councils for advice and/or training if required.• Clerk is a member of the Society of Local Council Clerks for advice and/or training if required.• Council meetings held in public unless qualification to exclude public under the Admission to Meetings Act 1960 with qualifying reason(s) minuted.	
Councillors	<ul style="list-style-type: none">• Councillors acting improperly or unlawfully	MEDIUM	<ul style="list-style-type: none">• Financial Regulations, Councillor Code of Conduct, publication scheme and Standing Orders in place and reviewed annually.• Councillors must complete a Register of Interests and are expected to keep it updated as required.• Agenda item at all meetings for Councillors to declare interest.• New Councillor induction and training package in development.• Additional training of Councillors and staff as required.	SUMMER 2024

MINEHEAD TOWN COUNCIL**RISK MANAGEMENT REVIEW – SPRING 2024****GOVERNANCE**

			<ul style="list-style-type: none">• Town Council is a member of Somerset Association of Local Councils for advice and/or training if required.• Clerk is a member of the Society of Local Council Clerks for advice and/or training if required.	
Forward planning / resources	<ul style="list-style-type: none">• Inefficient use of resources	MEDIUM	<ul style="list-style-type: none">• Council Action plan in place and reviewed annually• Earmarked reserves reviewed annually.• Monthly Budget Monitoring between Clerk and RFO meeting in place.• Monthly Finance and General Purposes Committee meetings.• Quarterly budget monitoring reports to Finance Committee.• Budget setting timetable in place.• Precept set at a level to account of current and future service requirements.	AUTUMN 2024
	<ul style="list-style-type: none">• Objectives not identified / achieved	MEDIUM		
	<ul style="list-style-type: none">• Insufficient resources to deliver objectives	MEDIUM		