

**FINANCE**

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

**FINANCE**

SUBJECT	RISK(S) IDENTIFIED	LIKELIHOOD	MANAGEMENT / CONTROL OF RISK	REVIEW
			<ul style="list-style-type: none"> <li>Staffing structure in place, providing a long term arrangement for the position of Town Clerk</li> <li>All other relevant policies in place and reviewed by staff and Councillors.</li> </ul>	
Computer Systems / ICT Failure	<ul style="list-style-type: none"> <li>Services at risk. Loss of data and valuable records.</li> </ul>	<b>LOW</b>	<ul style="list-style-type: none"> <li>All data and systems continually backed up.</li> <li>Business interruption insurance</li> <li>ICT support able to retrieve lost information via an administrative override of system if required.</li> <li>ICT maintenance and support contract with local computer specialist.</li> <li>Business interruption insurance in place.</li> <li>All computer systems annually PAT tested as/if required.</li> </ul>	AUTUMN 2024
Forward planning / resources	<ul style="list-style-type: none"> <li>Inefficient use of resources</li> </ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Council Action plan in place and reviewed annually</li> <li>Earmarked reserves reviewed annually.</li> <li>Monthly Budget Monitoring between Clerk and RFO meeting in place.</li> <li>Monthly Finance and General Purposes Committee meetings.</li> <li>Quarterly budget monitoring reports to Finance Committee.</li> <li>Budget setting timetable in place.</li> <li>Precept set at a level to account of current and future service requirements.</li> </ul>	AUTUMN 2024
	<ul style="list-style-type: none"> <li>Objectives not identified / achieved</li> </ul>	<b>MEDIUM</b>		
	<ul style="list-style-type: none"> <li>Insufficient resources to deliver objectives</li> </ul>	<b>MEDIUM</b>		

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SUBJECT	RISK(S) IDENTIFIED	LIKELIHOOD	MANAGEMENT / CONTROL OF RISK	REVIEW
<p>Legislation Changes / Partnership working with Somerset Council</p>	<ul style="list-style-type: none"> <li>• Additional services devolved to Parish / Town Councils</li> <li>• Poor relationship / communication with Somerset Council affecting services</li> </ul>	<p><b>HIGH</b></p>	<ul style="list-style-type: none"> <li>• £75,000 budgeted in 2024/25 budget to address Devolution Costs.</li> <li>• 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.</li> <li>• 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.</li> <li>• Every disbursement has an identifiable power to spend including the obtaining and running of assets and services.</li> <li>• Regular, established communication with assigned Somerset Council Officer for devolution negotiations.</li> <li>• Council to be certain of all costings/liabilities and associated information and costs before committing to any asset or service devolution agreement.</li> <li>• Ongoing communication with Somerset Council via Local Community Network meetings and Biweekly Somerset Council Clerks meetings.</li> </ul>	<p>AUTUMN 2024</p>

**FINANCE**

SUBJECT	RISK(S) IDENTIFIED	LIKELIHOOD	MANAGEMENT / CONTROL OF RISK	REVIEW
			<ul style="list-style-type: none"> <li>• Regular communication with neighbouring Councils including continued engagement with Local Community Network groups.</li> <li>• Support network of Somerset Clerks in place with regular professional communication channel in place.</li> <li>• Town Council is a member of Somerset Association of Local Councils for advice and/or training if required.</li> <li>• Clerk is a member of the Society of Local Council Clerks for advice and/or training if required.</li> <li>• Somerset Council Asset and service devolution policy framework in place.</li> </ul>	
Control of income and expenditure.	<ul style="list-style-type: none"> <li>• Misappropriation of funds by staff or councillors</li> </ul>	<b>LOW</b>	<ul style="list-style-type: none"> <li>• Delegated payment powers to Clerk and RFO as required.</li> <li>• All payments over £1,500 recommended by Finance committee and approved by Full Council.</li> <li>• Bank reconciliations signed off by councillors</li> <li>• Suppliers paid by direct debit or standing approved by council annually and reviewed as required.</li> <li>• Staff salaries approved by council annually and reviewed as required.</li> <li>• Quarterly internal Councillor account checks by Councillors who are not signed dignitaries.</li> <li>• All income reported to Finance and General Purposes Committee and Council.</li> <li>• Fidelity guarantee insurance in place.</li> <li>• Payments over £500 published on website.</li> </ul>	AUTUMN 2024

**FINANCE**

SUBJECT	RISK(S) IDENTIFIED	LIKELIHOOD	MANAGEMENT / CONTROL OF RISK	REVIEW
Financial record keeping	<ul style="list-style-type: none"> <li>Financial records are incomplete or inaccurate</li> </ul>	<b>LOW</b>	<ul style="list-style-type: none"> <li>Financial records are maintained using RBS Omega software.</li> <li>Councillor spot check of financial records and sign off.</li> <li>Suitably qualified staff in post.</li> <li>Fidelity guarantee insurance in place.</li> <li>Procedures regularly reviewed by Internal Auditor.</li> </ul>	AUTUMN 2024
	<ul style="list-style-type: none"> <li>VAT not recovered correctly</li> </ul>	<b>LOW</b>		
Cash Plus – Pre-paid card	<ul style="list-style-type: none"> <li>Misappropriation of funds by staff</li> </ul>	<b>LOW</b>	<ul style="list-style-type: none"> <li>Limited maximum available balance.</li> <li>Card locked in safe and only issued for use as necessary.</li> <li>Card signed in and out by staff when used with records keeping system in place.</li> <li>Fidelity guarantee insurance in place.</li> </ul>	AUTUMN 2024
Challenges by Members of the Public and employee disputes	<ul style="list-style-type: none"> <li>Excessive staff time spent on additional/unexpected requests.</li> <li>Financial Claims against the Council.</li> </ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Commitment to account transparency on website for access and availability to information.</li> <li>Every disbursement has an identifiable power to spend.</li> <li>Accurate minute taking with accurate advice provided relating with identifiable powers associated and clear resolutions recorded.</li> <li>Town Council is a member of Somerset Association of Local Councils for advice and/or training if required.</li> <li>Clerk is a member of the Society of Local Council Clerks for advice and/or training if required.</li> <li>Financial Regulations, Councillor Code of Conduct, publication scheme and Standing Orders in place and reviewed annually.</li> </ul>	AUTUMN 2024

**FINANCE**

SUBJECT	RISK(S) IDENTIFIED	LIKELIHOOD	MANAGEMENT / CONTROL OF RISK	REVIEW
			<ul style="list-style-type: none"><li>• Membership of professional HR service allowing for access to advice and guidance as required.</li><li>• Probation period in place for new staff.</li><li>• Employee contracts in place and comply with relevant laws and legislations.</li><li>• Appropriate training of staff where required/identified.</li><li>• All associated employment policies in place and reviews annually.</li><li>• Occupational risk assessments in place and reviewed as required.</li><li>• Staff performance and welfare reviews in place via monthly manager one to ones.</li><li>• Health and safety boards in place across all sites, allowing staff with access to accident/hazard reporting and all related health and safety information.</li><li>• Health and safety boards reviewed, updated and documents replenished as required.</li></ul>	

**MINEHEAD TOWN COUNCIL**

**RISK MANAGEMENT REVIEW – March 2024**

**OPERATIONAL**

SUBJECT	RISK(S) IDENTIFIED	LIKELIHOOD	MANAGEMENT / CONTROL OF RISK	REVIEW
Compliance with law and Proper Practices	<ul style="list-style-type: none"> <li>• Council does not fulfil its duties and obligations</li> </ul>	HIGH	<ul style="list-style-type: none"> <li>• Staff training provided as required.</li> <li>• Staff aware of Legal Powers and Duties and the statutory provisions in which they relate.</li> <li>• New staff induction and training programme in place and carried out by all new staff. Refreshers available as required.</li> <li>• New Councillor induction and training package in development.</li> <li>• Additional training of Councillors and staff as required.</li> <li>• Monthly Full Council meetings held.</li> <li>• Appointment of qualified and experienced Internal Auditor.</li> <li>• Audit reports considered by Finance and General Purposes committee and required actions but in place</li> <li>• Membership of Somerset Association of Local Councils for advice if required.</li> <li>• Financial Regulations, Councillor Code of Conduct, publication scheme and Standing Orders in place and reviewed annually.</li> <li>• Statement of Accounts approved annually by Council.</li> <li>• Weekly Staff meetings in place to continually monitor risk.</li> <li>• Staffing structure in place, providing a long term arrangement for the position of Town Clerk</li> <li>• All other relevant policies in place and reviewed by staff and Councillors.</li> </ul>	AUTUMN 2024
	<ul style="list-style-type: none"> <li>• Council exceeds its powers</li> </ul>	HIGH		

**MINEHEAD TOWN COUNCIL**

**RISK MANAGEMENT REVIEW – March 2024**

**OPERATIONAL**

Employees	<ul style="list-style-type: none"> <li>• Staff put at risk through unsafe working environment</li> </ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Health and Safety Policy in place and reviewed as required.</li> <li>• Lone Working Policy and risk assessment in place, both reviewed annually</li> <li>• As part of business safe contract with peninsula, a yearly health and safety audit takes place and findings reported to Council, with necessary required actions taken.</li> <li>• Staff training recording matrix in place, identifying all staff certification, dates obtained and expiry dates.</li> <li>• Probation period in place for new staff.</li> <li>• Employee contracts in place and comply with relevant laws and legislations.</li> <li>• Appropriate training of staff where required/identified.</li> <li>• Peninsula Business Safe system used to store risk assessments and offer professional support and guidance when required.</li> <li>• Employers liability insurance in place.</li> <li>• Equipment and machinery regularly maintained as per manufacturer specification with documented maintenance records.</li> <li>• Budget for identified training needs in place.</li> <li>• Town Council Asset register in place. Reviewed and updated as required.</li> <li>• Staff performance and welfare reviews in place via monthly manager one to ones.</li> <li>• Health and safety boards in place across all sites, allowing staff with access to accident/hazard</li> </ul>	AUTUMN 2024
	<ul style="list-style-type: none"> <li>• Staff put themselves and others at risk through inappropriate working practices</li> </ul>	<b>MEDIUM</b>		
	<ul style="list-style-type: none"> <li>• Staff not fulfilling the roles to which they have been appointed</li> </ul>	<b>MEDIUM</b>		



**MINEHEAD TOWN COUNCIL**

**RISK MANAGEMENT REVIEW – March 2024**

**OPERATIONAL**

			<p>reporting and all related health and safety information.</p> <ul style="list-style-type: none"><li>• Health and safety boards reviewed, updated and documents replenished as required.</li><li>• All Risk Assessments are current and reviewed as required, with automated review emails sent out by business safe system when a review is due.</li><li>• New Risk Assessments created as/when required for new tasks.</li><li>• All relevant employment policies in place and reviewed as required.</li></ul>	
<p>Buildings (General)</p>	<ul style="list-style-type: none"><li>• Public / staff at risk through use of unsuitable / unsafe buildings and working practices</li></ul>	<p><b>MEDIUM</b></p>	<ul style="list-style-type: none"><li>• Council owned property inspected regularly.</li><li>• All Council owned/occupied buildings have a current Electrical safety inspection certificate.</li><li>• All Council owned/occupied buildings have a current Fire Risk assessment in place.</li><li>• All Council owned/occupied buildings are subject to weekly compliance checks such as legionella, fire escapes, fire call points etc. and findings recorded.</li><li>• All required buildings have fire extinguishing media in place and inspected annually by certified contractor.</li><li>• Buildings insurance/public liability insurance in place.</li><li>• Risk assessments for council tasks associated with buildings in place and updated as required.</li><li>• All required electrical equipment subject to annual Portable Appliance Testing certification by certified contractor.</li></ul>	<p>AUTUMN 2024</p>

**MINEHEAD TOWN COUNCIL**

**RISK MANAGEMENT REVIEW – March 2024**

**OPERATIONAL**

Computer Systems / ICT Failure	<ul style="list-style-type: none"><li>• Services at risk. Loss of data and valuable records.</li></ul>	<b>LOW</b>	<ul style="list-style-type: none"><li>• All data and systems continually backed up.</li><li>• Business interruption insurance</li><li>• ICT support able to retrieve lost information via an administrative override of system if required.</li><li>• ICT maintenance and support contract with local computer specialist.</li><li>• Business interruption insurance in place.</li><li>• All computer systems annually Portable Appliance Testing certification by certified contractor as/if required.</li></ul>	AUTUMN 2024
Vehicles	<ul style="list-style-type: none"><li>• Public / staff at risk through use of unsuitable / unsafe vehicles</li></ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"><li>• Vehicles inspected daily prior to use, using inspection proforma, accessible via mobile phone. All reports saved digitally and centrally. Faults actioned as required.</li><li>• All fleet vehicles serviced, and MOT checked yearly.</li><li>• Vehicle replacement programme in place with appropriate ear marked budget available.</li><li>• Vehicles insurance/public liability insurance in place.</li></ul>	AUTUMN 2024

**MINEHEAD TOWN COUNCIL**

**RISK MANAGEMENT REVIEW – March 2024**

**OPERATIONAL**

			<ul style="list-style-type: none"><li>• Staff training recording matrix in place, identifying all staff certification, dates obtained and expiry dates.</li><li>• Appropriate training of staff where required/identified.</li><li>• Employee driver licence information obtained annually and information held on personal file</li><li>• Drivers handbook in place and available to all required staff.</li><li>• All necessary risk assessments in place and updated as required.</li></ul>	
Equipment (General)	<ul style="list-style-type: none"><li>• Public / staff at risk through use of unsuitable / unsafe equipment</li></ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"><li>• All amenities associated equipment visually inspected prior to use.</li><li>• Clear Fault reporting system in place.</li><li>• Detailed safety inspection of equipment carried out regularly.</li><li>• Equipment and machinery regularly maintained with documented maintenance records.</li><li>• Town Council Asset register in place. Reviewed and updated as required.</li><li>• MTC equipment contains a unique Asset tag number.</li><li>• Equipment replacement budget in place.</li><li>• Employee insurance/public liability insurance in place.</li><li>• Staff training recording matrix in place, identifying all staff certification, dates obtained and expiry dates.</li><li>• Appropriate training of staff where required/identified.</li></ul>	AUTUMN 2024

**MINEHEAD TOWN COUNCIL**

**RISK MANAGEMENT REVIEW – March 2024**

**OPERATIONAL**

			<ul style="list-style-type: none"><li>• All required electrical equipment subject to annual Portable Appliance Testing certification by certified contractor.</li><li>• Risk assessments in place and updated.</li></ul>	
Play Areas	<ul style="list-style-type: none"><li>• Public at risk through use of unsuitable / unsafe equipment</li></ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"><li>• All equipment inspected weekly by trained staff with site specific proformas filled in and filed appropriately.</li><li>• Clear Fault reporting system in place.</li><li>• Ability to undertake minor repairs in house with access to fencing/barriers for unsafe equipment as required.</li><li>• Annual inspection carried out by ROSPA and insurance provider.</li><li>• Equipment replacement budget amount established through weekly inspection findings and in place for 2024/25.</li><li>• Public liability insurance in place.</li><li>• Risk assessments in place and updated as required.</li></ul>	AUTUMN 2024
Cemetery	<ul style="list-style-type: none"><li>• Public / staff at risk if site is unsafe or through unsafe buildings and working practices</li></ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"><li>• All associated cemetery operations equipment inspected before use.</li><li>• Replacement budget for associated cemetery operations equipment in place 2023/24</li><li>• Public liability and Employers insurance in place.</li><li>• Cemetery Operations risk assessments in place and updated as required.</li></ul>	AUTUMN 2024

**MINEHEAD TOWN COUNCIL**

**RISK MANAGEMENT REVIEW – March 2024**

**OPERATIONAL**

	<ul style="list-style-type: none"><li>• Future service at risk due to limited available space at existing facility</li></ul>	<b>HIGH</b>	<ul style="list-style-type: none"><li>• Staff training recording matrix in place, identifying all staff certification, dates obtained and expiry dates.</li><li>• Memorial safety inspection testing planned for 2024.</li><li>• Appropriate signage in place for users of the facility</li><li>• All Council owned/occupied buildings have a current Electrical safety inspection certificate.</li><li>• All Council owned/occupied buildings have a current Fire Risk assessment in place.</li><li>• All required electrical equipment subject to annual Portable Appliance Testing certification by certified contractor.</li><li>• Budget set aside for ongoing facilities improvement</li><li>• Earmark reserve created setting aside funds for cemetery extension / new cemetery.</li><li>• Ongoing communication with ICCM regarding statutory duties and possible options relating to available burial space within parish boundaries.</li><li>• Representations to be made to local planning authority to identify suitable land for cemetery extension/new cemetery.</li><li>• Buildings insurance/public liability insurance.</li></ul>	
Offices	<ul style="list-style-type: none"><li>• Public / staff at risk through use of unsuitable / unsafe buildings and working practices</li></ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"><li>• Employee insurance/public liability insurance.</li><li>• Risk assessments in place and updated as required.</li><li>• Out of hours contact information is current, reviewed and updated as required.</li></ul>	AUTUMN 2024

**MINEHEAD TOWN COUNCIL**

**RISK MANAGEMENT REVIEW – March 2024**

**OPERATIONAL**

	<ul style="list-style-type: none"> <li>Public / staff at risk through use of unsuitable / unsafe equipment</li> </ul>	<p><b>MEDIUM</b></p>	<ul style="list-style-type: none"> <li>Security and fire alarm systems in place and regularly maintained.</li> <li>All required electrical equipment subject to annual Portable Appliance Testing certification by certified contractor.</li> <li>One year extension to existing lease negotiated 2024.</li> <li>Offices Task and Finish Group established with ongoing investigation to identify permanent premises.</li> <li>Earmark reserve created setting aside funds for new offices.</li> <li>Buildings insurance/public liability insurance.</li> <li>All Council owned/occupied buildings have a current Electrical safety inspection certificate.</li> <li>All Council owned/occupied buildings have a current Fire Risk assessment in place.</li> <li>CCTV System in place for staff and public safety.</li> </ul>	
	<ul style="list-style-type: none"> <li>Future service at risk due to short term lease in place on existing offices</li> </ul>	<p><b>HIGH</b></p>		
<p>Community Building</p>	<ul style="list-style-type: none"> <li>Risk of underutilisation of facility</li> </ul>	<p><b>MEDIUM</b></p>	<ul style="list-style-type: none"> <li>Significant customer base established. Promotion officer appointed to manage facility.</li> <li>Contingency built into revenue budget to support running costs.</li> <li>Out of hours contact information is current, reviewed and updated as required.</li> <li>Security and fire alarm systems in place and regularly maintained.</li> <li>All required electrical equipment subject to annual Portable Appliance Testing certification by certified contractor.</li> </ul>	<p>AUTUMN 2024</p>
	<ul style="list-style-type: none"> <li>Ongoing costs higher than expected</li> </ul>	<p><b>MEDIUM</b></p>		
	<ul style="list-style-type: none"> <li>Risk to potential users of the facility</li> </ul>	<p><b>LOW</b></p>		

**MINEHEAD TOWN COUNCIL**

**RISK MANAGEMENT REVIEW – March 2024**

**OPERATIONAL**

			<ul style="list-style-type: none"><li>• Buildings insurance/public liability insurance.</li><li>• User/hire agreements in place. Currently fully booked with user waiting list in place</li><li>• Caretaker employed with established cleaning schedule and daily evening locking up routine in place.</li><li>• Classes and groups are required to undertake their own risk assessments for activities being undertaken including the main user, Minehead AFC.</li><li>• All Council owned/occupied buildings have a current Electrical safety inspection certificate.</li><li>• All Council owned/occupied buildings have a current Fire Risk assessment in place.</li><li>• All Council owned/occupied buildings are subject to weekly compliance checks such as legionella, fire escapes, fire call points etc. and findings recorded.</li><li>• All required buildings have fire extinguishing media in place and inspected annually by certified contractor.</li><li>• Buildings insurance/public liability insurance in place.</li><li>• Risk assessments for council tasks associated with buildings in place and updated as required.</li></ul>	
Public Conveniences	<ul style="list-style-type: none"><li>• Public at risk through use of unsuitable / unsafe buildings</li></ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"><li>• All Council owned/occupied buildings are subject to weekly compliance checks such as legionella, fire escapes, fire call points etc. and findings recorded.</li></ul>	AUTUMN 2024

**MINEHEAD TOWN COUNCIL**

**RISK MANAGEMENT REVIEW – March 2024**

**OPERATIONAL**

	<ul style="list-style-type: none"><li>• Public / cleaning staff at risk through unsafe working practices</li></ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"><li>• All Council owned/occupied buildings have a current Electrical safety inspection certificate.</li><li>• Buildings insurance / public liability insurance in place.</li><li>• Budget for responsive repairs in place.</li><li>• Earmarked reserve in place for enhancement of facilities.</li><li>• Risk assessments in place and reviewed.</li><li>• All toilets have a facility that complies with The Equalities Act with eligible key holder access only.</li><li>• Cleaning arrangements carried out by in house amenities team enabling for both a proactive and reactive service.</li></ul>	
	<ul style="list-style-type: none"><li>• Reputational loss due to poorly maintained facilities</li></ul>	<b>MEDIUM</b>		
Allotments	<ul style="list-style-type: none"><li>• Public at risk from unsafe facilities or through inappropriate / unsafe practices carried out by other users.</li></ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"><li>• Buildings insurance/public liability insurance</li><li>• Plot holders manage their own risk beyond that which is reasonably expected of the Council.</li><li>• Communal areas regularly checked and maintained by amenities team.</li><li>• All tenancy information held centrally and securely.</li><li>• Allotment tenancy agreement in place.</li><li>• Allotment Holder Deposit Scheme in place.</li><li>• Regular site and plot condition reports carried out with findings reported and action taken.</li><li>• Unsatisfactory allotment plots follow a clear process of improvement notification.</li><li>• Annual invoicing system in place with more than one contact type required to ensure contact can be made.</li><li>• Operations Advisory group meetings take place regularly</li></ul>	AUTUMN 2024



**MINEHEAD TOWN COUNCIL**

**RISK MANAGEMENT REVIEW – March 2024**

**OPERATIONAL**

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**MINEHEAD TOWN COUNCIL**

**RISK MANAGEMENT REVIEW – SPRING 2024**

**GOVERNANCE**

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

**MINEHEAD TOWN COUNCIL**

**RISK MANAGEMENT REVIEW – SPRING 2024**

**GOVERNANCE**

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

**MINEHEAD TOWN COUNCIL**

**RISK MANAGEMENT REVIEW – SPRING 2024**

**GOVERNANCE**

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

**MINEHEAD TOWN COUNCIL**

**RISK MANAGEMENT REVIEW – SPRING 2024**

**GOVERNANCE**

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

**MINEHEAD TOWN COUNCIL**

**RISK MANAGEMENT REVIEW – SPRING 2024**

**GOVERNANCE**

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