**GOVERNANCE AND MANAGEMENT RISK REGISTER**

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|  | **Risk** | **Impact** | **Likelihood** | **Severity** | **Control Action****Internal Controls** | **Review****Frequency** | **Alternative Review****Trigger/Internal Audit****Assurance** | **Responsible****Person** |
| 1 | Lack of forward planning and budgetary controls | \*Lack of direction and prioritisation\*Failure to achieve aims and objectives | M | H | \* Adopted Strategic Plan 2023-2027 \* Budget Forecast prepared for 2025/6 to 2027/28\* Quarterly budget reviews by Finance, Resources & General Purposes Committee\*All anticipated income/costs are provided for in budgetary process\*Feedback from meetings and consultations | AnnuallyEach meeting | Unexpected expense | Town Clerk |
| 2 | Poor reporting to Council | \*Poor quality decision making\*Council becomes ill informed | M | H | \*Timely and accurate financial reporting to Finance, Resources & General Purposes Committee \*Clear instructions to staff\*Regular updates at relevant Committee meetings and to Full Council\*Regular project updates required  | Monthly/QuarterlyEach meeting | Matter raised at meeting | Town Clerk |
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| 3 | Loss of key staff | \*Failure in budgetary controls\*Work backlog | M | H | \*Procedures for key functions are to documented\*Six members of staff (Town Clerk, Assistant Clerk, Centre Manager, Caretaker, 2 x Grounds Maintenance Officers) provide flexibility and cover\*Up to date job descriptions\*Appraisal system | AnnuallyAnnuallyAnnually | Loss of staff member | Town Clerk |
| 4 | Failure to respond to electors’ wish to right of inspection | \*Loss of confidence\*Loss of reputation | L | L | \*Clear Standing Orders and Operating Protocols\*Ensure members and staff are aware of Electors' Rights.\*Follow procedures for dealing with enquiries. | Annually | Approach by elector to auditor | Town Clerk |
| 5 | Failure to meet the requirements for Award Scheme (Gold) status | \*Status rejected\*Responsibilities reduced | M | H | \*Monitor requirements for Gold Status if successful (application pending) | As required |  | Town Clerk |
| 6 | Poor document control | \*Information not passed on in a timely manner\*Deadlines missed\*Lack of achievement | M | M | \*Clear Standing Orders\*Clear job descriptions | Annually | Major incident Complaints | Town Clerk |
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| 7 | Ensure Council complies with law in particular:\*Health and Safety\*Equal Opportunities\*Data Protection\*Human Rights\*Disability and Discrimination\*Employment Law | \*Fines and Penalties from regulation bodies\*Employee action for negligence of grievance\*Loss of reputation | M | H | \*Clear policies and procedures in place\*Regular review of legislation  | Bi-annual | Following incident | Town Clerk |
| 8 | The provision of services being carried out under agency/partnership agreements with principal authorities | \*Loss of reputation \*Poor public image | L | M | \*Clear statement of management responsibility for each service\*Appropriate contracts in place\*Regular scrutiny of performance against Targets | Annually | Review of adequacy of insurance cover provided by suppliers | Town Clerk |
| 9 | Ensuring all business activities are within legal power | \*Illegal expenditure  | L | H | \*Council has gained General Power of Competence | Monthly |  | Town Clerk |
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| 10 | Proper, timely and accurate reporting of Council business in the Minutes | \*Confusion and misunderstandings \*Actions not accurately reflecting intentions of Council | M | H | \*Approval by committee and Town Council\*Resolutions clearly identifiable. Accurate minute numbering. Signed and paginated.\*All meetings (notification of meetings, minute taking, minute signing and keeping records of minutes)comply with LGA 1972. \*Town Clerk is CiLCA qualified and has attained Level 4 in Community Governance. Assistant Town Clerk is ILCA qualified. | Monthly | Check minute numbers run consecutively | Town Clerk |
| 11 | Meeting deadlines when responding to consultation invitation | \*Affect reputation\*Ineffectual involvement  | L | L | \*Documented procedures to deal with responses to consultation requests\*Planning applications are considered fortnightly at Planning & Environment Committee Meetings\*During Summer and Christmas recess adequate delegated arrangements are made to ensure timely consideration and responses are provided\*Extensions requested from LPA’s as required | Annually | Consultation questionsNon-participation | Town Clerk |
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| 12 | Council lacks relevant skills and commitment | \*Council fails to achieve its purpose \*Decision making by-passes Council\*Poor value for precept money | L | H | \*Training for Councillors\*Training records held and reviewed annually\* Staff training reviewed annually\* Meeting attendance reviewed, ensuring 6-month rule does not impact  | Annually. At first intake of new Councillors especiallyEvery meeting | Training reminders (SLCC, DALC etc.) | Town Clerk |
| 13 | Council becomes dominated by one or two individuals or cliques form | \*Conflicts of interest\*Pursuit of personal agendas\*Decisions made outside Council | L | H | \*Clear Standing Orders regarding conduct of meetings and Conflict of Interests\*Members Code of Conduct in place | Annually | \*Adverse press articles\*Complaints\*Incidents at meetings | Town Clerk |
| 14 | Councillors benefiting from being on the Council | \*Affect reputation\*Conflicts of Interest | L | M | \*Clear Standing Orders \*Open system of payment\*Transparency\*Councillors to be appointed as Random Audit Checkers\*Internal Auditor appointed | AnnuallyAll meetings | Adverse press articles | Town Clerk |
| 15 | Failure to register Members’ interests, gifts etc | \*Member could make inappropriate gains\*Could affect reputations | L | M | \*Procedures in place for recording and monitoring Members interests and gifts\*Members Code of Conduct in place\*Agenda Item for Councillor Declaration of Interests on Committee and Full Council agendas | All meetings | Test of disclosuresComplaint about members | Town Clerk |
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| 16 | Lack of maintenance of Council owned property(including buildings, land, street furniture etc.) | \*High cost of repair\*Injury to third party leading to claims\*Damage to property | M | H | \*Regular property inspections\*Regular routine maintenance\*Regular inspections of office accommodation/meeting space\*Insurance cover\*Maintenance costs are adequately provided for in annual budget | Annually | Unexpected incident | Town Clerk |
| 17 | Damage or loss to Council owned property by third party or act of GodInsufficient protection of physical assets owned by the Council - buildings, furniture, equipment etc.Legal liability as a consequence of asset ownership | \*High cost of repair\*Loss of Assets\*Disruption\*Damage to public property or person | MLML | LMMH | \*Maintain an up-to-date register of assets\*Annual review of risk and adequacy of insurance cover\*Insurance cover\*Annual property inspections\*Regular routine maintenance\*Regular inspections of office accommodation/meeting space\*All computers are password protected.\*Additional security locks have been added to the Council's office premises to increase security. | Annually | Police report or damage reportView asset registerReview of management arrangements regarding insurance cover (loss or damage) | Town Clerk |
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| 18 | Damage to third party property or individual due to Service of Amenity provided | \*Claim against Council  | L | L | \*Public Liability Insurance\*Comprehensive event planning and risk assessments\*Annual property inspections\*Regular checks of facilities\*Ensure all amenities/ facilities are maintained to appropriate level | As required | As reported Review of Insurance Cover | Town Clerk |
| 19 | Loss of cash through fraud or dishonesty | \*Reduction in available funds\*Loss of reputation | L | H | \*Clear financial procedures\*Regular random audit checks\*Financial reports reviewed quarterly by Finance, Resources and General Purposes Committee.\*Adequate insurance cover | AnnuallyBi-monthlyMonthlyAnnually | On a Loss Review Insurance Cover (fidelity guarantee) | Town Clerk |
| 20 | Inadequacy of PreceptEnsuring the adequacy of the annual precept within sound budgeting arrangements | \*Services not provided \*Lack of confidence in Council\*Inability to carry out functions\*Insufficient funds for contingencies | L | M | \*Quarterly budget reviews by Finance, Resources & General Purposes Committee\*Approved Budget Forecast prepared for 2025/6 to 2027/28\*All anticipated income/costs are provided for in budgetary process  | Every Finance, Resources & General Purposes CommitteeAnnually | Unexpected event ie flooding | Town Clerk |
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| 21 | Failure to use grants for intended purposes | \*Lack of funds for project for which grant was intended\*Investigation into the use of funds | L | L | \*Record clearly in minutes\*Clear financial procedures\*Feedback forms sent with grant payment\*Grants policy adopted and reviewed annually | Annually | Review of minutes | Town Clerk |
| 22 | Keeping proper financial records in accordance with statutory requirements | Inadequate financial control | L | H | \*Regular scrutiny of financial records and proper arrangements for the approval of expenditure\* Standing Order and Financial Regulations are in place and reviewed annually\*Councillors to be appointed as random audit checkers\*Independent internal auditor appointed.\*Rialtas accounting software used. VAT properly administered.\*Financial reports are presented to the Finance, Resources and General Purposes Committee on a quarterly basis | AnnuallyMonthly | Review of internal controls in place and their documentation | Town Clerk |
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| 23 | Breakdown of IT equipment | \*Loss of information\*Security breaches | M | M | \*Computer systems backed up to the Cloud via web host services\*Access restricted to authorised users\*Only approved software and virus software used  | Annually | Unexpected incident | Town Clerk |
| 24 | Failure to collect and review rents & charges (room hire, allotments, leases etc) | \*Reduction in income  | L | M | \*All income due to the council and received is properly recorded.\*Invoices and receipts are issued as necessary\*Rents and charges are reviewed annually as part of budgetary process\*Appropriate recovery action taken when necessary | Annually | Irrecoverable debts | Town Clerk |
| 25 | Provision and maintenance of Town Council assets | \*Failure to provide safe and usable assets | L | M | Separate risk assessments in place for council owned assets and open spaces | Annually | \*Complaints from users/visitors of council assets | Town Clerk |
| 26 | Failure to maintain compliant CCTV provision | \*Poor reputation\*Incidents missed, no evidence to prosecute\*Data protection breaches | M | H | \*Risk assessment carried out prior to installation\*Appropriate training provided\*Access restricted to trained personnel and local police | Annually | \*Issue raised by local authority (Police)\*Data issue raised by member of public | Town Clerk |
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| 27 | Provision of user-friendly website | \*Reputation affected\*Information not accessible \*Confusion from external links\*Lack of users | L | H | \*Website is monitored and updated on a weekly basis \*Privacy policy makes clear council is not responsible for privacy practices or content of external websites\*All members of staff have ability to undertake all website activity\* Website continuously updated to meet new accessibility regulations\*Regularly backed up by outside management company | Annually | \*Complaints/issues raised by website users\*Changes to accessibility requirements | Town Clerk |
| 28 | Problems due to borrowing or lending. Banking arrangements, including borrowing or lending.Complying with restrictions on borrowing | \*Failure of third party to repay loan\*Inability of Council to repay a loan | L | L | When required:\*Include in annual budget\*Clear Standing Orders\*Prepare, adopt and adhere to codes of practice for procurement and investment | N/A | N/A | N/A |