**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 | Annually  Each 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/ Quarterly  Each 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 | Annually  Annually  Annually | 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 questions  Non-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 especially  Every 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 | Annually  All 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 disclosures  Complaint 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 God  Insufficient 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 | M  L  M  L | L  M  M  H | \*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 report  View asset register  Review 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 | Annually  Bi-monthly  Monthly  Annually | On a Loss Review Insurance Cover (fidelity guarantee) | Town Clerk |
| 20 | Inadequacy of Precept  Ensuring 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 Committee  Annually | 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 | Annually  Monthly | 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 |