

# Canvey Island Town Council

## Risk Management Assessment

**“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council”**

The Risk Assessment is a general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices.

This document has been produced to enable the Town Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

APPENDIX B.

Risk	Current action	Level of Risk	Control of Risk	Action by
Protection of physical assets owned by the council	Annual review of insurance and adequacy of cover	M	Annual register of assets maintained and referred to Council as part of the annual accounts. Regular maintenance arrangements for physical assets	RFO
Risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public (public liability)	Annual review of insurance and adequacy of cover	M	Annual review of risks to be approved by Council	RFO
The risk of consequential loss of income or the provision of essential services following critical damage, loss or non-performance by a third party (consequential loss).	Not currently applicable	L	CPBC Emergency Plan	Town Clerk and Mayor of Council
Loss of cash through theft or dishonesty (fidelity guarantee).	Annual review of insurance	L	Annual review of internal controls	RFO and Policy & Finance Committee
Legal liability as a consequence of asset ownership (public liability)	Annual review of insurance	L	Annual review of risks to be approved by Council	RFO and Policy & Finance Committee

Reviewed by Town Clerk July 2021 – approved by P&F 26.07.21

Risk	Current action	Level of Risk	Control of Risk	Action by
Security for buildings, amenities, or equipment.	Office: Locked each night with deadlocks on both doors. Key register maintained. CCTV and intruder alarm installed. Security lights & fire doors installed. Smoke alarms and fire extinguishers maintained. Shutters to both premises frontage.	M	Annual review of buildings and lock up procedure.	Town Clerk and Policy & Finance Committee
Maintenance for buildings, amenities or equipment.	Maintenance contracts for amenities in place. Risk Assessments performed and issues dealt with as and when problems identified or improvements suggested.	M	Annual review of buildings/amenities	Town Clerk and Mayor of the Council
Loss of employees and provision of services	Cross training of staff Remote working facilities for any office closures due to unforeseen circumstances	H	Annual review of training requirements/office facilities Procedures in process of being developed for each role	Town Clerk/Council
<b>Partnership Risk Management</b>				
The provision of services being carried out under agency/partnership agreements with principal authorities.	Not currently applicable	N/A	No controls required	

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Risk	Current action	Level of Risk	Control of Risk	Action by
<b>Internal controls</b>				
Dealing with the award of contracts for services or the purchase of capital equipment.	Standing Orders and Financial Regulations reviewed every two years as a minimum	M	Standing orders and financial regulations in place	Town Clerk, RFO and Policy & Finance Committee
Banking arrangements, including borrowing or lending.	Occasional reviews	L	Review biannually and/or when deemed necessary.	Town Clerk/RFO
Performance by suppliers/providers/contractors	Reviewed as and when necessary	L	Reported to committees	Town Clerk/Appropriate Committees
Annual review of contracts.	Annual Review	L	Report to appropriate committee	Town Clerk and Appropriate Committee
Clear statements of management responsibility for each service	Job descriptions for staff, terms of reference for Committees and contracts for suppliers	L	Reviewed when changes required	Town Clerk and Appropriate Committee
Regular scrutiny of performance against targets.	Performance scrutinised by committee through the business plans and presented to electors at annual town meeting	L	Chairmen of Committees are to review their minutes and monitor what was agreed to be done (targets) and what has been done (performance).	Committee Chairmen/Town Clerk
Adoption of and adherence to proper practice guidance for procurement and investment.	Financial Regulations	L	Annual review	Town Clerk and RFO

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Risk	Current action	Level of Risk	Control of Risk	Action by
<p>Arrangements to detect and deter fraud and/or corruption.</p>	<p>Two mandated councillors to sign all payments including those for petty cash and transfers between accounts. (Transfers by letter signed by two councillors).</p> <p>Internet Banking payment schedule to be checked and signed by two mandated councillors.</p> <p>Wage related payments are calculated by an external payroll company and checked by the Town Clerk.</p> <p>All expenses authorised by 2 councillors with supporting bills or vouchers attached.</p> <p>All expenditure reported to Policy &amp; Finance/Full Council.</p>	<p>M</p> <p>H</p> <p>H</p>	<p>Bank statements, bank reconciliations and cheque numbers or BACS numbers presented to the Policy &amp; Finance Committee at each meeting for verification.</p> <p>A nominated signatory (councillor) will attend the office the day after the meeting to authorise the payments processed by the RFO.</p> <p>Bacs payments processed by the Town Clerk and dual authorised by a councillor.</p>	<p>RFO and Policy &amp; Finance Committee</p> <p>RFO and member signatory</p> <p>RFO/Town Clerk</p>
<p>Regular bank reconciliation, independently reviewed.</p>	<p>Carried out on a monthly basis.</p>	<p>M</p>	<p>Reported to Policy &amp; Finance Committee at least quarterly in line with Financial Regulations. Bank Reconciliation signed by Committee Chairman.</p>	<p>Town Clerk/RFO</p>

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Risk	Current action	Level of Risk	Control of Risk	Action by
Financial records	Records kept in accordance with statutory requirements and compliance with restrictions on borrowing	M	Records kept up to date	RFO
All business activities are within legal powers applicable to local councils and employment law	Sufficient records kept and recorded in minutes as necessary Council adopted the General Power of Competence. Recording in the minutes the precise powers under which expenditure is being approved where necessary.	M	Reviewed annually by internal auditor Contracts of employment for all staff, annually reviewed by the Council, systems of updating records for any changes in relevant legislation.	Town Clerk
All requirements are met under HM Revenue and Customs Notices and regulations (Income Tax, National Insurance and VAT).	Carried out in conjunction with independent payroll company. Regular returns to HM Revenue and Customs for NI, Tax and VAT returns	L	Checked by authorised signatories when signing internet banking payments. Training the responsible officer in matters of VAT and other taxation issues as necessary.	Town Clerk/RFO
Annual precept	Proper budgeting and precept process in place.	M	Checked by Policy and Finance Committee agreed by Council. Budget performance noted at quarterly meetings of Policy & Finance Committee	Town Clerk/RFO and Council

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Risk	Current action	Level of Risk	Control of Risk	Action by
Proper, timely and accurate reporting of council business in the minutes	Minutes signed at next available meeting	L	Confirmed by acceptance and signing of minutes	Town Clerk
Register of Members' Interests and Gifts and Hospitality	In place, complete, accurate and up to date Procedures in place for recording and monitoring Members' interests and Gifts and Hospitality received	M	Councillors reminded annually to check their register entries at Annual Council Meeting	Town Clerk and councillors
Data Protection/GDPR	Policies in place	L	Annual registration with Information Commissioners Office	Town Clerk
Freedom of Information - impact on staff time	Model Publication Scheme	L	Annual review of policy Monitor number of requests and report impacts to Council	Town Clerk and Mayor of the Council
Elections	Allocation in budget	H	Review budget annually	Town Clerk/RFO and Policy & Finance Committee
<b>Internal Audit Assurance</b>				
Review of internal controls in place and their documentation	Subject to internal audit	M	Annual review with internal auditor to confirm checks undertaken	Town Clerk/RFO

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Risk	Current action	Level of Risk	Control of Risk	Action by
Review and testing of arrangements to prevent and detect fraud and corruption	Subject to internal audit	H	Meet with internal auditor to confirm checks undertaken	Town Clerk/RFO
Testing of specific internal controls and reporting findings to management.	Subject to internal audit	M	Meet with internal auditor to confirm checks undertaken.	Town Clerk/RFO
Review of management arrangements regarding insurance cover.	Subject to internal audit	H	Meet with internal auditor to confirm checks undertaken.	Town Clerk/RFO
Review of minutes to ensure legal powers are available, and the basis of the powers recorded and correctly applied.	Subject to internal audit	H	Meet with internal auditor to confirm checks undertaken.	Town Clerk
Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. including petty cash transactions	Subject to internal audit	H	Meet with internal auditor to confirm checks undertaken	Town Clerk/RFO
Testing of disclosures	Subject to internal audit	L	Meet with internal auditor to confirm checks undertaken	Town Clerk



# Financial Risk and Asset Management

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## Internal Controls

RISK	LEVEL	MEASURES IN PLACE	REVIEW PERIOD	MEASURES TO CONSIDER
<b>FINANCE</b>				
Loss of cash income	M	Payments made by bacs. Receipts issued for all payments received. Payments banked, when possible, within 72 hours.	6 monthly	
Petty cash	H	All petty cash claims backed up by receipts and where not available, self-certified. Policy & Finance Committee verify reconciliation at each meeting.	1 year	
Theft or dishonesty	M	Internal auditor to check records against receipts. Fidelity insurance and cash in transit. Policy & Finance Committee verify reconciliation against statements at each meeting.	1 year	
Non-payment of precept	H	RFO (Responsible Financial Officer) to check bank statement in May and October to ensure requested amount has been received.		Request interest for non-payment
Loss of investment capital/interest	L	Reputable, long established companies chosen for banking, risk-free investments. Policy & Finance Committee recommendation for investments to be made with financial institutions which are subject to Financial Services Compensation Scheme subject to maximum limit in place at time investment made.	Ongoing	
Lack of financial controls and records	L	Any two councillors as signatories on all payments. All payments to be approved in advance unless under emergency procedures. Reporting all payments to Council.  All internet banking payments to be checked and signed by two councillors (unless for payroll as these are already approved under the annual pay review). A nominated signatory (councillor) will attend the office the day after the meeting to authorise the payments processed by the RFO.	Ongoing	

RISK	LEVEL	MEASURES IN PLACE	REVIEW PERIOD	MEASURES TO CONSIDER
		<p>Monthly bank reconciliation by RFO with full quarterly account reconciliation.</p> <p>Quarterly Receipts and Payments reports to Policy and Finance Committee.</p> <p>VAT payments &amp; claim by RFO, checked by internal auditor.</p> <p>Sound budgeting to prepare annual precept.</p> <p>RFO prepares overheads budget for approval by Council. Committees submit project bids to Policy and Finance Committee.</p> <p>End of year account balances to be held a level not exceeding annual precept.</p> <p>Estimates approved by full Council.</p>	<p>1 Year</p> <p>1 Year</p> <p>1 Year</p>	
Robustness of Insurance cover	H	Regular review of cover and choice of reputable company. Reviewed by internal auditor.	Annually	
General risks	L	Independent internal auditor appointed annually to carry out checks as per the recommendations and requirements of the Audit Regulations.	1 Year	
General risks	L	Standing orders and financial regulations guide the procedures and decisions of the Council.	1 Year	
<b>ASSETS</b>				
Protection of physical assets	M	Contents insured on a reinstatement basis, values reviewed annually £100 excess on property items.	Annually	
Security of buildings and	H	Quality door and window locks, security markings on	Annually	

RISK	LEVEL	MEASURES IN PLACE	REVIEW PERIOD	MEASURES TO CONSIDER
equipment		equipment, alarm, security lighting, CCTV and frontage shutters. Some equipment stored at a secure offsite storage facility.		
Maintenance of buildings	M	Planned programme of checks of electrical and safety equipment in place.	3 years	
Maintenance of office equipment	L	PAT (portable appliance tests) annually.	3 years	
Lamp columns	M	Structural & safety checks arranged by ECC for Seasonal decorations. Insurance to cover damage by third party.	Annually	
Street Furniture	H	Adequate insurance cover including impact insurance.	Annually	
Tidal Pool	H	Adequate insurance cover, maintenance contract including structural testing and water quality	5 years	
Canvey Lake	H	Adequate insurance cover and maintenance program – annual tree audit	Annually	
Allotments	H	Adequate insurance cover and maintenance program	Annually	
Labworth Memorial Gardens	H	Adequate insurance cover, maintenance program and CCTV.	Annually	
Wildflower Meadow / trees	H	Adequate insurance cover and maintenance program – annual tree audit	Annually	
Play Area – Canvey Lake	H	Adequate insurance cover and maintenance/inspection program – Annual ROSPA inspection undertaken	Annually	
Vehicle	M	Adequate insurance cover and maintenance program	Annually	
Tree's – Tewkes Creek Picnic Area	H	Adequate insurance cover and maintenance program – annual tree audit	Annually	

RISK	LEVEL	MEASURES IN PLACE	REVIEW PERIOD	MEASURES TO CONSIDER
Band Stand	H	Adequate insurance cover and maintenance program	Annually	
<b>LIABILITY</b>				
Risks to third party, property or individuals	M	Public liability insurance in place - £15 million cover. Annual tree audit conducted by qualified individual/company.	Annually	
Events	H	Open spaces and footpaths checked regularly. Trees inspected when damaged reported or after storms. Risk Assessments completed for each event.	Ongoing	
Employer's liability	M	Comply with employment law, currently £10 million cover (certificate displayed and kept on file for 40 years).	Annually	
Safety of staff and visitors	M	H&S checks of buildings and risk assessments carried out. Accident book kept in Council Office. Admittance by use of controlled entry. CCTV in operation	Annually	
Legal liability	M	Activities within powers available to local councils – Town Clerk to advise Council. Advice sought from EALC to confirm if necessary.		
Works contractors	H	Choice of established firms. Inspection of public liability certificates, cover required to £5 million. Working practice document supplied to each contractor.		
Record keeping of decisions	M	All minutes approved by Council and signed by the Chairman. Minutes numbered appropriately.		
Document security	M	Leases etc stored in safe. Other data storage to comply with Data Protection Act/GDPR. Backup copies of computer files kept offsite by IT Supplier.		Review storage of historical records at Essex Records Office.
Councillor propriety	H	Register of Interests completed, and DPI's recorded on website. Agenda item at each meeting. Gifts & hospitality over £50.00 to be recorded.		