

# Bradford on Avon Town Council



## **Risk Management Scheme**



**BRADFORD  
ON AVON**  
TOWN COUNCIL

# Version Control

Action	Who	Date	Comments
Draft to Resources Committee	Town Clerk	17.12.19	As a 94-page agenda was sent out, members were given more time to consider these policies and discuss them at the next Resources Committee on the 19 <sup>th</sup> February 2020. This meeting was subsequently cancelled.
Draft to Full Council	Town Clerk	04.02.20	Ask members for their comments by 9 <sup>th</sup> April 2020 then take to Full Council on the 5 <sup>th</sup> May 2020 for adoption
Draft to Full Council	Town Clerk	27.07.20	Adopted by Full Council 27.07.20



## Introduction

The Risk Management Scheme sits under the Town Council's Risk Management Strategy 2020, the purpose of the Risk Management Scheme is to ensure that Bradford on Avon Town Council is aware of its risks and has a strategy to manage these risks. The Town Council recognises that it has a responsibility to manage internal and external risk and is committed to the implementation of a risk management strategy.

This Risk Management Scheme aims to ensure that the Town Council protects the public, employees, assets, liabilities and reputation from risk and potential losses. The Scheme recognises that risk management applies to all aspects of the Council's work and is essentially a feature of good governance.

The Risk Management Scheme is a record of identified risks and will be reviewed on an annual basis, the scheme is also a working document and risks will be added/amended or deleted as needed should circumstances change or give rise to the need to re-assess the Council's control measures. The scheme is further supplemented with additional assessments regarding specific activities undertaken during the normal working year.

The Town Council is following the process of Identification, Quantification, Probability, Impact and mitigation in identifying and managing its risks. The Town Council has adopted the approach for scoring, in a five by five matrix, impact v likeliness which then identifies a RAG rating prior to mitigation. In attempting to mitigate risk the Town Council will; Eliminate the risk, Reduce the risk, Transfer the risk, Share the risk or Insure the risk.

There is a final option for the Council, to decline the risk and not undertake the activity.

## Scoring

1. Likelihood: the probability of a risk
2. Consequences: the severity of the impact or the extent of damage caused by the risk.

### Likelihood of Occurrence

Based on the likelihood of the occurrence of a risk the risks can be classified under one of the five categories:

**Rare:** Rare and exceptional risks which have a less than 10% chance of occurrence.

**Unlikely:** Risks that have a low probability of occurrence but still cannot be ruled out completely.

**Possible:** Risks which have a near 50/50 probability of occurrence.

**Likely:** Risks that have 60-80% chances of occurrence can be grouped as likely.

**Definite:** A risk that is almost certain to show-up during project execution. If you're looking at percentages a risk that is more than 80% likely to cause problems will fall under this category.

### Consequences

The consequences of a risk can again be ranked and classified into one of the five categories, based on how severe the damage can be:

**Insignificant:** Risks that will cause a near negligible amount of damage to the overall progress.

**Minor:** If a risk will result in some damage, but the extent of damage is not too significant and is not likely to make much of a difference to the overall progress.

**Moderate:** Risks which do not impose a great threat, but yet a sizable damage can be classified as moderate.

**Critical:** Risks with significantly large consequences which can lead to a great amount of loss are classified as critical.

**Catastrophic:** These are the risks which can make the project completely unproductive and unfruitful and must be a top priority during risk management.

		Likelihood				
		Rare	Unlikely	Possible	Likely	Definite
Consequence	Insignificant	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Critical	4	8	12	16	20
	Catastrophic	5	10	15	20	25

**Bradford on Avon Town Council Risk Management Scheme**

No.	Description of Risk	Likely	Consequences	Score	Controls	Control score	Actions
<b>1. Business continuity</b>							
1.1	Loss of staff	2	4	8	Succession planning, multi skilled team, manage staff welfare, training & reviews	4	Annual staff reviews, training budget
1.2	Loss of IT	3	3	9	System backed up, external ICT support provider, anti-virus software, budget available for new hardware	4	Annual testing of 'restore' process
1.3	Loss of buildings	2	5	10	Option to move to another site/work from home, hirers information (ICT) stored off site Buildings insured and business losses	6	Develop plan, test and review
1.4	Business Interruption	2	4	8	Option to move to another site/work from home, hirers information (ICT) stored off site Insured for business losses	3	Develop plan, test and review
<b>2. Governance</b>							
2.1	Challenge from public	1	3	3	Standing orders in place	2	
2.2	Reputation of the Council – libel/legal proceedings	2	3	6	Trained and experience officers, communication policy, members code of conduct, Libel and Slander Insurance (£0.5k)	2	Develop communication policy
2.3	Legislation – General Power of Competence	1	5	5	Ensure that at least one member of staff holds the clerks' qualification	2	
2.4	GDPR – Data breach	2	3	6	Codes of conduct, Data Protection policy	2	Annual review of Data policies
2.5	Members interests	3	4	12	Code of conduct, review members declarations	4	Annual review of declarations
2.6	Health & Safety	2	4	8	Individual risk assessment for activities, training, inspections regimes, testing, professional contractors, insurance	2	Annual review of risk assessments
2.7	Safeguarding	2	4	8	Safeguarding policy, relevant staff DBS's, awareness training	4	Develop safeguarding policy
2.8	Insurance	2	5	10	Review Insurance requirements, awareness	4	Annual review

					training, review assets, services		
2.9	Contract Awards	2	3	6	Standing orders/ Financial regulations , committee decisions	2	Annual review
<b>3. Finance</b>							
3.1	Precept capping	2	4	8	Ensure the council has earmarked funds and reserves policy	3	Develop reserves policy
3.2	Financial Failure	1	5	5	Financial Regulations in place, regular financial reporting, audit process	3	Keep under review
3.3	Financial loss/fraud	2	5	10	Financial Regulations, trained staff, segregation of duties, authorisation process, financial reporting, audit process, Fidelity Insurance (£2m)	3	Keep under review
3.4	Banking/cash handling	1	5	5	Financial Regulations, trained staff, segregation of duties, financial reporting, regular bank reconciliations, audit process	2	Keep under review
3.5	VAT	1	3	3	VAT returns made qrtly (?), audit process	2	
3.6	Unbudgeted costs	2	4	8	Earmarked reserves policy, financial reporting, ensure projects reviewed, costed and reported.	2	Annual review of policy
3.7	Investments	2	4	8	Monitor investments to safeguard investment and maximise returns.	4	Annual review
3.8	Public Liability	3	5	15	Insurance cover (£15m), risk assessments, safe systems of work, up to date asset register	4	Keep under review
<b>4. Buildings</b>							
4.1	Maintenance	2	3	6	Maintenance schedule, develop replacement schedule, contracts in place, budget provision for maintenance and controlled replacement	2	Keep under review
4.2	Access	1	3	3	Keys controlled, booking diary and staff on duty, Buildings DDA compliant	2	Keep under review
4.3	Fire	2	5	10	Fire alarms checked regularly, fire extinguisher contract, regular PAT and fixed wiring testing	3	Annual review

4.4	Flooding	3	5	15	Flood defences in place, contact with EA alarm system, work with CEV's, trained staff, insurance	6	Keep under review
4.5	Theft	2	4	8	Security system, tested and maintained (ensure all buildings), valuables kept in safe	2	Annual review
4.6	Damaged by users	2	4	8	Hires Liability Insurance (£2m)	3	Keep under review
5. Play areas							
5.1	Maintenance	3	4	12	Weekly inspections, report logging, trained staff/contractors, work schedules, insurance, develop upgrade schemes	4	Inspection regime Upgrade schemes
5.2	Environmental hazards (litter/fouling)	3	3	9	Report logging, trained staff/contractors, cleansing schedules	4	Schedule
5.3	Tennis Courts	2	3	6	Regular inspections	2	
5.4	Basketball Court/Kickabout Area	2	3	6	Regular inspections	2	
6. Trees							
6.1	Management	3	5	15	Tree management policy, Tree register, Regular inspections by qualified and experienced contractor, risk assessments	4	Annual inspection regime
6.2	Maintenance	2	5	10	Dead, Dying and Dangerous, Tree management policy, qualified and experienced contractors	4	List of suitable contractors
7. Open Spaces							
7.1	Maintenance	4	4	16	Regular inspections, report logging, appropriate contractors, work schedules	6	Contract monitoring
7.2	Litter	3	3	9	Regular inspections, report logging, appropriate contractors, work schedules Staff issued PPE and trained	4	Contract monitoring
7.3	Street Furniture (benches/bins/signs/noticeboards)	3	2	6	Regular inspections, budget for provision, additional cleaning by volunteers	4	
7.4	Defibrillators/Phone Boxes						
7.5	Community Fridge						

7.6	Walls and structures	3	4	12	Regular inspections, report logging, appropriate contractors	4	Keep under review
8. Events							
8.1	Council Events	3	5	15	Produce event specific risk assessments, insurance, gain relevant permissions, trained staff/approved contractors	4	Consider event by event
8.2	Other events (partnerships)	3	5	15	Check event specific risk assessments, check third party insurance, Check relevant permissions, trained staff/approved contractors	4	Consider event by event
8.3	Events on Council owned land/buildings	3	5	15	Check event specific risk assessments, check third party insurance, Check relevant permissions, trained staff/approved contractors	4	Consider event by event
9. Staffing							
9.1	HR Issues	2	3	6	Retain HR advisor, training, welfare checks, regular meetings, professional bodies employment updates	4	Keep under review
9.2	Anti-Social behaviour towards staff	2	3	6	Training, lone working policy, support arrangements	4	Keep under review
9.3	Volunteers	2	4	8	Ensure work agreed, risk assessed and supervised, volunteers trained in areas of work, Volunteer code of conduct	4	Annual review
9.4	Driving at work	2	3	6	Driving is the last travel option. All drivers to have insurance and valid driving licence	4	Check insurance Driver licence checks
9.5	Equipment uses	2	4	8	Staffed trained in equipment use, equipment only used for the purpose it's provided for, equipment maintained to recommended manufacturer requirements. Staff issued with PPE and replaced when damaged	2	Review training
9.6	Employer Liability	2	5	10	Insurance in place (£10m),	4	Annual review
9.7	Lone Working						