

Financial Risk Assessment: 9. Strategic Risk Register					Responsible Officer: RFO/Full Council Committee	
Ref No.	Hazard	Risk Assessment			Risk Control Measures	
		Likelihood	Impact	Rating		
1	Disaster impacting on Town	1	5	5	<p>Emergency Response Plan in place: In the event of some kind of local or national emergency being declared, the following applies to all Members and Officers of Thame Town Council:</p> <p>(a) Make yourself available to help if you can;</p> <p>(b) Use your own common sense to determine appropriate action within your personal limits;</p> <p>(c) Listen for any communications;</p> <p>(d) Accept instructions from Category 1 responders i.e. Emergency Services, NHS Bodies and the District / County Council.</p> <p>Town Council to take part in exercises run by Category 1 responders</p> <p>Town Council to take part in learning reviews after any disaster</p>	
2	Terrorism Incident	1	4	4	<p>Follow the Terrorism Procedure</p> <p>Advice received from Security Consultants</p> <p>Call 999</p> <p>Follow Government defined Run / Hide / Tell process</p>	
3	Town Hall unserviceable (e.g. fire/flood)	1	4	4	<p>Business Continuity Strategy & Action Plan in place: In summary:</p> <ul style="list-style-type: none"> - There are no life-critical services provided - Emergency management team called together to agree priorities - Short term measured recovery in the alternative location - the Maintenance Depot, Lupton Road - Medium / Long term plan to return to Town Hall <p>Insurance in place to meet costs</p>	
4	Sudden loss of staff	1	3	3	<p>Lots of tasks are already shared</p> <p>Lots of tasks are already covered on normal absence (holiday / sickness)</p> <p>Most core and critical processes are documented</p> <p>Seek support from other Town Councils</p> <p>Recruitment is the only long term solution</p>	
5	Sudden loss of Councillors	1	5	5	<p>Chairman, Town Clerk and Committee Services Officer ensures meetings are quorate</p> <p>Standing Orders would apply if not quorate no business to be transacted</p> <p>Council by-election/Co-option process would commence</p> <p>District Council informed if Council unable to transact business until by-election held</p>	
6	Loss of IT facilities	2	3	6	<p>Business Continuity Strategy & Action Plan in place</p> <p>Full offsite backup service provided by existing IT supplier</p> <p>Battery backup service in place for orderly shut down on power outage</p> <p>Testing of recovery of specific systems – e.g. Accounts</p> <p>Office staff have been provided with laptops to work remotely from home and Councillors have ipads for use at home</p> <p>Occasional power outages / internet access failures / PC failures already occur and are successfully managed operationally</p>	
7	Significant change in funding; sudden large expenditure required; excessive under-budgeting established	1	4	4	<p>Council has established adequate reserves</p> <p>Insurance in place to cover major risks</p> <p>Resort to other funding sources or Public Works Loan Board</p> <p>Correct deficit via budget planning over subsequent years</p> <p>Extend forward budget planning over a number of years</p> <p>Experience in place to manage any public messages required</p>	

8	Fraud, Misconduct, Gross underperformance	1	3	3	Financial Risk Assessments in place	
					Procedures in place to prevent / detect including payment authorisation and internal audit	
					Plus management vigilance, informal monitoring, trust and spot checks	
					Full appraisal system in place to ensure continuous development and improvement	
					Insurance in place to cover any resulting financial losses	
					Never used in these circumstances, but there is experience in place to manage any public messages required.	
9	Media mis-reporting	3	2	6	Press Releases / News Items issued where relevant	
					Follow Social Media and Media Relations Policy	
					Policy is to ignore social media criticism as first option	
					Councillors / Clerk available to brief journalists	
10	Malicious mis-representation	1	2	2	Everyone has the right to free speech	
					Policy of not responding to general chat except in very exceptional cases has been proven to minimise impact	
11	Council action having unintended negative impact on other parties	1	4	4	Transparent procedures and processes in place to minimise likelihood in day to day service operations	
					Effective project management / action planning / risk management procedures in place for all defined projects, functions, events and services	
					Councillors available and prepared to discuss any impacts at any time	
					Insurance in place to cover any resulting financial losses	
					Expert / professional input sought where appropriate	
					Incidents discussed and analysed at fortnightly Mayoral meetings, with appropriate action agreed	
12	Out-of-the-ordinary tasks having unexpected consequences	2	3	6	All ordinary services are covered by detailed procedures / processes, with high risk areas having their own specific risk management plans	
					One off activities have their own risk management plans and discussions with the Safety Advisory Group	
					Expert / professional input sought where appropriate	
					Post event reviews executed	
13	Contractors not supplying agreed services	1	3	3	All tasks are controlled by defined contracts / purchase order or service level agreements	
					All contracts / agreements are monitored as required by the relevant officers and relevant corrective actions taken	
					Full procurement procedures (including credit checks) defined and followed	
					Preferred and proven contractors used where possible	
					Alternative suppliers continually considered	
14	Confidential data being disclosed	1	4	4	Very little confidential data held	
					Security measures in place and used – e.g. safes, shredding, firewall etc	
					Staff training executed and nominated Data Protection Officer in place	
					Data Protection procedures fully reviewed as part of 2018 GDPR implementation	
					Consideration applied as part of all new services / activities	
Reviewed by: Karen Slater					Date: 21.02.21	
Town Clerk Approval:					Date:	
Date:						