

| 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 or work from home - 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> | |

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|----------------------------------|---|---|---|---|---|--|
| 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 chit 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: | |
| Town Clerk Approval: | | | | | Date: | |
| Date: | | | | | | |