

**RISK REGISTER**

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
<b>Financial Risks</b>									
F1	Major fraud or corruption  Employee commits fraud – bank account or petty cash	3	4	12	Town Clerk  Finance, Policy & Resources Committee	Invoice approval process for Officers.  Changes to banking details of suppliers are checked.  Payment processing is checked by 2 Officers.  Payments and cheques are signed by 2 approved Councillor signatories.  Payments are subject to scrutiny by the Finance, Policy & Resources Committee.  Monthly banking reconciliations submitted for checking by Finance, Policy, & Resources Committee.  Forecast vs actual reports analysed by Finance, Policy, & Resources Committee  Fidelity insurance in place  Petty Cash reconciled monthly and checked at every transaction.	Councillor checks  Financial Regulations  Internal/External audit regime  Internal Controls reviewed at least annually  Payment limits set within online banking  Petty Cash limited to £200	4 (1x4)	Financial errors identified.  Inability to meet financial obligations.  Police/legal action implemented.

**RISK REGISTER**

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
F2	<p>Financial errors leading to unexpected losses or inability to achieve approved projects</p> <p>Errors leading to loss of finances</p>	3	5	15	<p>Town Clerk</p> <p>Finance, Policy &amp; Resources Committee</p>	<p>Training provided to officers.</p> <p>Changes to banking details of suppliers are checked.</p> <p>RFO signs off all invoices</p> <p>Payment processing is checked by 2 Officers.</p> <p>Cheques are signed by 2 approved Councillor signatories.</p> <p>VAT reclaimed on a quarterly basis.</p> <p>Sector specific accounting software used</p> <p>Weekly bank checks for balance levels</p> <p>Payments are subject to scrutiny by Finance, Policy &amp; Resources Committee.</p> <p>Monthly banking reconciliation and budget vs actuals checked by Finance, Policy &amp; Resources Committee.</p>	<p>Councillor checks</p> <p>Financial Regulations</p> <p>Internal/External audit regime</p> <p>Internal Controls reviewed at least annually</p> <p>Payment limits set within online banking</p>	6 (2x3)	<p>Financial errors identified.</p> <p>Inability to meet financial obligations.</p>

**RISK REGISTER**

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
F3	Inadequate cash resources	3	2	6	Town Clerk	Cash float kept in the safe.  Float is balanced with every transaction and reconciled monthly.  Petty cash kept at £200 max	Financial Regulations  Internal/External audit regime	4 (2x2)	Unable to meet cash demands
F4	Lack of clarity of financial information provided to Councillors	3	3	9	Town Clerk	Sector specific accounting software used  Open questioning of financial data supplied  Training on request	Scrutiny by Finance, Policy & Resources Committee.	4 (2x2)	Queries from Councillors
F5	Lack of advice  Councillors not provided with key documents or advice prior to a meeting	3	4	12	Town Clerk	Town Clerk to provide reports for key decisions  Advice to be in writing and available to all Council/Committee Members	Reports  Written advice	6 (2x3)	Deferring of decisions  Complaints from Councillors
F6	Financial failures of key tenants/stakeholders  Failure of the Old Court House tenant/s or sports club tenants to meet with rent or financial obligations of the site	3	5	15	Town Clerk  Finance, Policy & Resources Committee	Councillor representatives on sports groups  Debt management system in place  Inspection of assets	Councillor representatives  Financial reports	8 (2x4)	Non-payment of rent  Repairs not undertaken to assets
<b>Risks to Assets</b>									
A1	Play Parks  Major risk – Injury to user due to faulty equipment	4	4	16	Town Clerk  Community, Recreation &	A minimum of one weekly visual inspection is conducted by trained ground staff who inspect the Play Parks.	Monitoring by Community, Recreation and Amenities Committee.	9 (3x3)	Complaints from members of the public.

**RISK REGISTER**

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
				12	Amenities Committee	<p>Parks checked twice weekly for debris/litter/glass.</p> <p>Weekly written reports submitted.</p> <p>Small repairs are carried out by ground staff with more significant repairs carried out by contractors.</p> <p>An annual inspection of the Play Parks carried out by a qualified inspector supplied by ROSPA.</p> <p>Refurbishment programme of 2 Play Parks completed.</p> <p>Grassed areas are regularly maintained by Grounds staff in accordance with the season.</p> <p>Provision in budget for repairs and maintenance and any refurbishment program.</p> <p>Land and play equipment included on asset register</p>	<p>Where applicable Bingham Town Council subject to terms of lease.</p> <p>Annual review of asset register by Finance, Policy &amp; Resources Committee</p> <p>Insurance provision</p> <p>Public Liability</p> <p>Weekly visual inspections</p> <p>ROSPA Reports</p> <p>Accidents reported are logged and insurance is informed</p>		Accident or Injury reported
A2	Sports Clubs sites	3	4	12	Town Clerk	Club pavilions are subject to inspections in accordance with the terms	Monitoring by Community, Recreation	9 (3x3)	Councillors and/or Sports Club Committee

**RISK REGISTER**

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
	<p>Building and grounds assets not maintained and fall into disrepair</p> <p>Open spaces not suitable for public access due to lack of care</p>				Community Recreation & Amenities Committee	<p>of the lease. The Rugby Club Pavilion is the subject of re-development plans and a building condition survey is to be arranged.</p> <p>Pitches, grassed areas and any shrubbery is maintained in accordance with the season and the terms of the lease.</p> <p>Provision made in budget.</p> <p>Clubs to have insurance including public liability insurance in place</p> <p>Wynhill Committee created to oversee the plans to re-develop/replace the pavilion</p> <p>Building condition surveys where required</p>	<p>and Amenities Committee.</p> <p>Plans to update both leases with the Sports Clubs</p> <p>Annual review of asset register by Finance, Policy &amp; Resources Committee.</p> <p>Surveys/Inspections</p>		<p>identify a need to upgrade amenities</p> <p>Reports from staff, club members or public</p>
A3	<p>Cemetery</p> <p>Errors in documentation causing financial risk to the Council or further distress to grieving families</p> <p>Grave collapse</p>	4	4	16	Town Clerk  Community, Recreation & Amenities Committee	<p>Bingham Town Council is the Burial Authority.</p> <p>Town Clerk, Admin Assistants are trained in cemetery management and operation. There is a review programme in place to check protocols and to consider changes.</p>	<p>Monitoring by Community, Recreation and Amenities Committee</p> <p>Annual review of asset register by Finance, Policy &amp; Resources Committee.</p>	12 (3x4)	<p>Complaints from members of the public or Funeral Directors.</p> <p>Accident or injury reported</p>

**RISK REGISTER**

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
	<p>Dangerous memorials</p> <p>Trip/fall hazards</p> <p>Changes in legislation for ground water</p> <p>Changes in legislation for grave sizes</p>					<p>Grounds staff check and maintain the upkeep of the area, including path checks</p> <p>Provision made in budget</p> <p>Staff trained in memorial testing for the testing of all monuments in the cemetery.</p> <p>Graves shored and prepared by experienced contractor</p> <p>Water investigations to prepare for potential legislation changes</p> <p>Review of site to include potential changes in burial plot size</p> <p>Land for a new cemetery to be investigated</p>	<p>Insurance provision</p> <p>Public Liability</p>		
A4	<p>Linear Park</p> <p>Open space not suitable for public access due to lack of care</p> <p>Trees falling</p>	3	3	9	<p>Town Clerk</p> <p>Community, Recreation &amp; Amenities Committee</p>	<p>Friends of Bingham Linear Park and Ground Staff inspect and make the Council away of any issues.</p> <p>Grounds staff cut grass along a section of the Park and respond to requests made via Friends of</p>	<p>Monitoring by Community, Recreation and Amenities Committee</p> <p>Annual review of asset register by Finance, Policy &amp; Resources Committee.</p>	4 (2x2)	<p>Complaints from the Friends of Linear Park Committee, Ground staff and/or members of the public.</p>

**RISK REGISTER**

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
						<p>Bingham Linear Park Committee.</p> <p>Provision made in budget Public, Friends of Linear Park and ground staff reports of trees are actioned in house or by the Council's contractors</p> <p>Tree surveys every 18 months assist in identifying failing trees</p>	<p>Friends of Bingham Linear Park follow a Management Plan</p> <p>Work is happening in collaboration</p> <p>Tree Survey</p> <p>Public Liability</p>		Residents abutting the Linear Park access the Park to cut back trees which can negatively impact the eco-system
A5	<p>Old Court House</p> <p>Failure of electrical/heating/security systems</p> <p>Building falling into disrepair</p>	3	4	12	<p>Town Clerk</p> <p>Community, Recreation &amp; Amenities Committee</p>	<p>General monitoring of condition of building</p> <p>Contractors carry out maintenance checks of equipment/systems as determined by their maintenance schedule</p> <p>Provision made in budget</p> <p>Building survey to plan for long term maintenance and re-instatement costs</p> <p>PAT Testing carried out inhouse</p>	<p>Monitoring by Community, Recreation and Amenities Committee</p> <p>Building survey planned 2022</p> <p>Annual review of asset register by Finance, Policy &amp; Resources Committee.</p> <p>Insurance provision</p> <p>Public Liability</p>	9 (3x3)	<p>Noticeable decay in building fabric</p> <p>Complaints from staff, tenants or room hire groups</p>
A6	<p>Allotments</p> <p>Unattended/poorly kept allotments</p> <p>Tenant disputes</p>	2	2	4	<p>Town Clerk</p> <p>Community, Recreation &amp; Amenities Committee</p>	<p>Allotment Holder Association in place although not all allotment holders are members.</p> <p>Tenancy agreements</p>	<p>Monitoring by Community Recreation and Amenities Committee</p>	2 (1x2)	<p>Conflict between allotment holders</p> <p>Allotments become vacant or are left in a dormant state</p>

**RISK REGISTER**

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
						<p>Council membership of the National Allotment Society for advice</p> <p>Provision made in budget</p>	<p>Terms of lease from Rushcliffe Borough Council.</p> <p>Annual review of asset register by Finance, Policy &amp; Resources Committee.</p>		<p>Review of tenancy agreement in 2022 with assistance of National Allotment Society</p>
A7	<p>Warner's Paddock</p> <p>Open space not suitable for access due to lack of care</p> <p>Insurance risks</p>	1	1	1	<p>Town Clerk</p> <p>Community Recreation &amp; Amenities Committee</p>	<p>Land leased from Crown Estate on a long-term grazing tenancy</p> <p>Ground staff maintenance regime whilst site not tenanted</p> <p>Tree survey every 18 months to identify failing trees</p> <p>Tenancy agreements to identify insurance and site responsibilities for future tenants</p>	<p>Monitoring by Community, Recreation and Amenities Committee</p> <p>Ground staff site visits</p> <p>Annual review of asset register by Policy and Resources Committee</p> <p>Tree survey</p>	1	<p>Tree damage</p> <p>Site vacated by grazing tenant</p>
A8	<p>Other pockets of land either leased or owned</p> <p>Poor maintenance</p>	1	1	1	<p>Town Clerk</p> <p>Community, Recreation &amp; Amenities Committee</p>	<p>Grounds staff check and maintain the upkeep of these areas.</p> <p>Provision made in budget</p>	<p>Monitoring by Community, Recreation and Amenities Committee</p> <p>Terms of lease</p> <p>Annual review of asset register by Finance, Policy &amp; Resources Committee.</p>	1	<p>Complaints from members of the public</p>

**RISK REGISTER**

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
							Public Liability		
A9	Former Allotment site  Contamination – unauthorised site access by the public	3	4	12	Town Clerk  Community, Recreation & Amenities Committee	Site perimeters have locked metal fencing to prevent access.  All site access recorded with RBC Environmental Health  Ground staff visual checks undertaken	On Rushcliffe Borough Council's Contaminated Land Register  Annual review of asset register by Finance, Policy & Resources Committee.  Insurance provision	6 (2x3)	Reports from members of the public regarding potential unlawful access.
A10	Trees  Trees falling due to lack of inspection or care	3	3	9	Town Clerk  Community, Recreation & Amenities Committee	Tree inspection by professional arboriculturist. Takes place on an annual cycle allowing inspections to cycle between seasons  Report of priority actions produced.  Trees inspected on receipt of report from public/ground staff  Tree works carried out through-out the year by professional arboriculturist or staff  Provision made in budget	Necessary permissions obtained for tree works especially within the Conservation Area.  Annual review of asset register by Finance, Policy & Resources Committee.  Insurance provision  Ground staff visual checks	6 (2x3)	Queries or complaints from members of the public
A11	Utility Vehicle  Breakdown or unroadworthy vehicle	2	2	4	Town Clerk  Finance, Policy &	Service at manufacturers recommended intervals  Supplier local to area	Annual review of asset register by Finance, Policy & Resources Committee.	2 (1x2)	Break down of vehicle

**RISK REGISTER**

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
					Resources Committee	Manufacturer has plant local to area  Risk assessments  Daily driver checks	Insurance provision Daily check sheet		
A12	Grounds Maintenance Equipment  Failure of machinery or accident due to poor maintenance	2	2	4	Town Clerk  Finance, Policy & Resources Committee	Annual Services  Maintenance depots local to area  Risk assessments  Ground staff checks prior to use  Breakdown/repairs actioned using service records	Annual review of asset register by Finance, Policy & Resources Committee.  Insurance provision Ground staff checks	2 (1x2)	Equipment failure
A13	Other assets  Loss of asset/poor maintenance causing deterioration	2	2	4	Town Clerk  Finance, Policy & Resources Committee	Where appropriate service plans in place  Risk assessments  Checks of all assets by the ground staff	Annual review of asset register by Finance, Policy & Resources Committee.  Insurance provision  Ground staff visual checks	2 (1x2)	Equipment failure
<b>Staffing Risks</b>									
S1	Staff - contracts of employment  Failure to follow employers' legal obligations	3	3	9	Town Clerk  Finance, Policy & Resources Committee	Staff have written statement of terms in place.  Council approved contract in place for all new starters.	All staff have written contracts on commencement of employment.	2 (1x2)	

**RISK REGISTER**

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
						Town Clerk issues with new starter information on first day of employment.	Observing NJC terms in line with employees with contracts  Finance, Policy & Resources Committee.		
S2	Staff holidays / illness  Failure to deliver Council services due to shortage of staff.	3	3	9	Town Clerk	Holiday rota system in place  2 x P/T Officers and 2 F/T Officers to provide coverage  Locum meeting support sought for the Clerks holiday/sickness.  2 x F/T Grounds staff allows for a limited level of cover with a reduced service during holidays/sickness  Local Contractor support accessed for delivery of council services when required	Finance, Policy & Resources Committee.  Holiday rota  Locum support for Clerk's leave if required  Ground staff covered by contractors during leave if required	6 (2x3)	Office closures  Query/complaints from members of the public  Reduced service levels for Cllrs
S3	Failure to retain/recruit key staff  Staff leaving due to an unfulfilling work environment.  Failure to recruit due to	3	5	15	Town Clerk  Finance, Policy & Resources Committee	Review job descriptions  NJC terms and conditions  Local government pension scheme offered  Recruitment services from outside agencies enlisted	Seek advice from HR Consultants  Council reviewing staffing structure  Appraisals  Regular staff meetings	9 (3x3)	Staffing issues  Capacity issues  Stress levels  Staff absence

**RISK REGISTER**

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
	reputation or lack of desirable position					Appraisal process and regular contact meetings Staff meetings  Independent review undertaken of senior roles in 2021  Appropriate notice periods in place for senior staff  HR Committee informed of any staff concerns  Clerk concerns voiced to the HR Committee  Health Assured available via Croner for all staff	Recruitment assistance from experienced contractor  Health assured		Incomplete or time delayed work
S4	Failure to communicate effectively with staff  Deflated workforce leading to grievances or resignations	4	4	20	Town Clerk  Finance, Policy & Resources Committee	Strategic direction set by Council  Contact meetings with Clerk and Mayor or Chair of HR  Regular staff meetings and individual contact  Appraisals	HR Committee to support Clerk  Clerk to write staff reports to HR Committee  Appraisals	9 (3x3)	Appraisal process  Town Clerk feedback  Incomplete or time delayed work  Stress Levels  Grievance or Resignation
S5	Failure to communicate effectively between staff  Deflated workforce leading to grievances or resignations	3	4	12	Town Clerk  Finance, Policy & Resources Committee	Staff Handbook to confirm process for raising concerns relating to the Town Clerk	Croner employed as HR consultants and review of handbook taking place for procedures.	6 (2x3)	Atmosphere in office  Incomplete or time delayed work

**RISK REGISTER**

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
						Full time Clerk in place to support all staff  HR Committee formed to oversee staffing  One to one meetings with staff  Regular Staff meetings  Clerk to seek remedy for staffing concerns informally  Staff Handbook to confirm processes of raising concerns formally	Seek advice from Councils HR Consultants  Reports to HR Committee		Stress levels  Staff absence Concerns raised by Councillors and/or members of the public  Grievance or Resignation
S6	Failure to provide training /career development (Staff & Councillors)  Errors due to poorly trained staff or councillors resulting in reputational or financial damage	4	4	16	Town Clerk  Finance, Policy & Resources Committee	NALC membership allows Councillors to access training in support of their role.  NALC training for staff offers sector specific courses to be attended in support of carrying out the Council's functions  Appraisals to set out staff training for the year ahead  HR Committee to monitor staff training	Appraisal process  Training and Development plans  Training and development policy and commitment  Code of Conduct  Standing Orders	9 (3x3)	Appraisal process  Town Clerk feedback  Complaint from member of the public  Councillor acts ultra vires

**RISK REGISTER**

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
						<p>Councillor training monitored by Finance, Policy and Resources</p> <p>Sector specific training opportunities identified shared with Cllrs and Staff</p> <p>The Town Clerk retains membership of the SLCC for training and advice.</p> <p>Training budgets for Councillors and staff reviewed yearly</p>			
S7	<p>Excessive levels of stress or other work-related illnesses</p> <p>Deflated workforce leading to grievances or resignations and staff illness</p>	5	4	20	<p>Town Clerk</p> <p>Finance, Policy &amp; Resources Committee</p>	<p>Regular staff meetings with the Clerk if stress identified/reported</p> <p>In the event of the Town Clerk, more frequent meetings with the Clerk's appraisal team</p> <p>Full use of leave allocation</p> <p>Flexibility in working practices as far as practicable</p> <p>SLCC support service</p> <p>Health Assured for all employees</p>	<p>Appraisal process</p> <p>Seek advice from Councils HR Consultants</p> <p>Role of Occupational Health companies</p> <p>Health assured</p>	12 (4x3)	<p>Staff absence</p> <p>Staff capacity</p> <p>Incomplete or time delayed work</p> <p>Grievance or resignation</p>
S8	Staffing Capacity	5	4	20	Town Clerk	Vacancies to be advertised when position confirmed	Staff levels to be reviewed within 6	12 (3x4)	<p>Stress levels</p> <p>Staff absence</p>

**RISK REGISTER**

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
	Increased stress levels on employees, absence, and sickness. Unresolved capacity issues leading to grievance or resignation				Finance, Policy & Resources Committee	Additional staff or support taken on for special projects  Locum support for the Clerk  SLCC support service  Event assistance from Community Volunteers  Senior role has extended notice terms to allow for active recruitment  HR committee to monitor staffing concerns	months of vacancies being filled  Grounds staff supported by outsourcing areas in response to workload or contractor assistance sourced  Appraisal process  Projects/additional work considered on its merits  Seek advice from HR Consultants		Incomplete or time delayed work  Grievance or resignation
<b>IT Risks</b>									
I1	Failure of back-up systems  Loss of Council's data and inability to carry out Councils services	3	4	12	Town Clerk	Cloud back up provision in place in line with IT contract recommendations	Back up model	8 (2x4)	No back up data
I2	Server failure  Unable to access key data for the delivery of Councils services	3	4	12	Town Clerk	Automatic cloud back up regime in place with IT contractor	Back up model	6 (2x3)	System failure
I3	Data corruption  Lost data causing the delay or inability to delivery of Council's services	3	4	12	Town Clerk	Virus controls in place  Cloud Back up regime in place	Back up model	8 (2x4)	System failure or corrupted material

**RISK REGISTER**

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
14	Virus or other corruptive elements  Loss of data causing the delay or inability to delivery of Council's services.	3	4	12	Town Clerk	Virus controls in force on all work devices  Cloud back up regime in place	Back up model  Virus protection	8 (2x4)	System failure or corrupted material
15	Infiltration	3	5	15	Town Clerk	Virus controls in place	Security coded server	8 (2x4)	System failure or corrupted material
16	Failure to comply with the General Data Protection Regulations and Data Protection Act  Risk to leak of personal data	3	5	15	Town Clerk	Staff awareness training and advice Policy of reporting data breaches  Employee data access limited to the Clerk  Councillors supplied with Bingham Town Council email accounts for protection of confidential information  Completion of GDPR forms by all new Councillors	Training  Councillor GDPR compliance	8 (2x4)	Failure notifications received or third party makes Council aware of issue
17	Failure of IT systems, networks or suppliers  Staff unable to access council data	3	5	15	Town Clerk	Equipment agreements in place  Technical assistance available with monthly contract in place	Back up model	8 (2x4)	System errors or failure
18	Failure to comply with software licence agreements	3	4	12	Town Clerk	Key consideration in any discussions on IT matters	Compliance with agreements controlled by Town Clerk	8 (2x4)	Failure notifications or third party makes

**RISK REGISTER**

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
						IT contractors in place to advise			council aware of issue
19	Access to email system once a Councillor resigns	3	4	12	Town Clerk	Access to email system is revoked with email account locked down.  Email account is deleted within 3 months  Councillors requested to delete digital/paper data in relation to Council business on resignation	Compliance with agreements controlled by Town Clerk	6 (2x3)	Breach of Data Protection
110	Inappropriate use of IT equipment/devices  Sharing of information from Council devices including recording of others	3	4	12		Council devices password protected to prevent unauthorised access  Policy for the use of mobile devices  GDPR training for staff	Training  Staff handbook	8 (2x4)	
<b>Partnership Risks</b>									
P1	Delay by local authority or other statutory body in carrying out work pursuant to its legal obligations	3	5	15	Town Clerk  Committee Chairs	Full consultation with all agencies	Regular Committee reporting  Agency consultation processes	6 (2x3)	Complaints from stakeholders  Consultation with partners
P2	Strike or other actions by partnership bodies staff	2	4	8	Town Clerk	Regular consultation by Bingham Town Council ensures awareness	Agency consultation processes	6 (2x3)	Complaints from stakeholders  Consultation with partners
P3	Police Liaison - Priorities	3	4	12	Community, Recreation & Amenities Committee	Priorities regularly reviewed at Priority setting meetings with local police with Councillor representative in place	Regular Committee reporting	9 (3x3)	Increase in criminal activity  Increase in complaints

**RISK REGISTER**

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
						Police data shared with all councillors on receipt			
P4	Risk of financial pressures on Bingham Town Council from failure of partner organisations	3	4	12	Town Clerk  Finance, Policy & Resources Committee	Bingham Town Council representatives on outside body committees	Copies of minutes etc provided to Bingham Town Council  Structured formal reports by Councillors to Council	6	Complaints from stakeholders  Contractors make contact with Bingham Town Council
<b>Reputational Risk</b>									
R1	Failure to identify specialist communication	3	4	12	Town Clerk	Advice of other agencies sought where required  Major projects would be subject to communication strategy dependent upon need  Specialist communications shared with all Councillors	Agency emails shared	9 (3x3)	Communication gaps  Feedback from stakeholders  Complaints
R2	Problems caused by lack of a clear communications structure or protocol, resulting in mixed messages and lack of comprehension of Town Council role	3	4	12	Town Clerk  Mayor	Communication channels: Town Guide Website Newsletter Councillor contact Council meetings Town Meeting Council office  Communication officer led and in consultation with the Mayor on press releases	Communication networks  Minutes  Standing Orders	9 (3x3)	Complaints  Negative feedback  Negative media
R3	Failure to effectively manage media relations	3	4	12	Town Clerk	Meeting between Town Clerk, Chair of HR and the	Communication	6 (2x3)	Negative media

**RISK REGISTER**

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
					Mayor	Mayor to ascertain how to return to an equilibrium  Work with parties concerned to ascertain how to return to an equilibrium  Action plan co-ordinated by Town Clerk			Negative feedback
R4	Qualified audit returned	3	4	12	Town Clerk	Council would consider and decide to act upon recommendations made by Internal Auditor  Comply with public inspection rights	Financial Regulations  Standing Orders  Transparency Code for Larger Councils over £200,000	6 (2x3)	Queries from external auditor
<b>Legal Risks</b>									
L1	Failure to comply with key legislative requirements	2	5	10	Town Clerk & Councillors	Access to professional advice from Nottingham County Council, Rushcliffe Borough Council, NALC and SLCC  Model standing order and financial regulations used	Standing Orders Financial Regulations	6 (2x3)	Notification of failure
L2	Legal costs attributed to removal of trespassers from Bingham Town Council land	3	4	12	Town Clerk, Councillors & 3 <sup>rd</sup> party organisations	Security high priority in both managed and leased land  Good Communication  Key financial risk passed on by insurance provision	Security highlighted during management meetings with third parties and with grounds staff	8 (2x4)	Travellers camp on Bingham Town Council land

**RISK REGISTER**

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
<b>Corporate Risks</b>									
C1	Disaster management – loss of building, facility or infrastructure	3	5	15	Town Clerk, Councillors & 3 <sup>rd</sup> party organisations	Emergency Plan Alarm Systems Health and Safety Compliance Fire Controls Town Clerk and officers have ability to work from home Website accessible via 3 <sup>rd</sup> party supplier	Emergency Plan adopted Service schedules	8 (2x4)	Fire, flood or other natural disaster Notification of entry failure
C2	Failure to meet changing stakeholder requirements	4	4	16	Finance, Policy & Resources	Councillor engagement Business connections Bingham Town Council communication channels Representatives of outside bodies	Consultation Councillor representatives	9 (3x3)	Feedback Issues with governance and negative feedback
C3	Changes in political organisation lead to uncertainty of direction	4	4	16	Town Clerk Mayor	Councillors work in partnership to seek consensus (or majority view) on direction Three-year reserves plan used to identify priorities Handover meeting	Standing Orders Committee Structure	9 (3x3)	New term of Council will commence every May. By election Conflict in Council meetings
C4	Raising expectations and then not delivering	4	4	16	Town Clerk Council	Project priorities set Bingham Town Council communication channels	Feedback	9 (3x3)	Negative media Staff frustrations

**RISK REGISTER**

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
						Councillor engagement Business connections Regular policy reviews	Outside bodies representatives		Councillor frustrations Negative stakeholder feedback
C5	Councillor / staffing relationships deteriorate	4	5	20	Town Clerk, Chair of HR  Mayor	Meeting between Town Clerk, Chair of HR and the Mayor to ascertain circumstances of deterioration.	Code of Conduct Appraisal Process SLCC guidance and advice Seek advice from HR Consultants Training provision	12 (3x4)	Conflicts of interest Staffing or Councillor criticism Atmosphere in office Stress levels Staff absence Incomplete or time delayed work Resignation
C6	Failure to effectively communicate with stakeholders	3	4	12	Town Clerk	Councillor engagement - outside body representatives Business connections Bingham Town Council communication channels	Outside bodies representatives Communication channels	9 (3x3)	Information gaps Outcome failure Negative feedback
<b>Event Planning</b>									
E1	Event Management	4	4	16	Town Clerk	Committee consideration Councillor input	Legal orders Event planning	9 (3x3)	Health and Safety incident

**RISK REGISTER**

No	Risk description	Risk Likelihood (L)	Risk Impact (I)	Gross Risk (L X I)	Risk Owner	Mitigation	Key Controls	Residual Risk (L X I)	Risk Indicators
	Incidents or cancellation of events due to lack of capacity or breakdown in partnership working				Community, Recreation & Amenities Committee	<p>Partnership approach with local schools, County Council and Rushcliffe Borough Council</p> <p>Bingham Community Events (BCE) partnership provides capacity for larger events and supports organisational work</p> <p>Officers and BCE work collectively in the organisation and delivery of events</p> <p>Risk Assessments</p>	<p>Appropriate licences in place</p> <p>Partnership working</p>		<p>Lack of attendance</p> <p>Complaints</p> <p>Breakdown of partnership relations</p>

Key:

Likelihood		Impact				
		Minor	Moderate	Severe	Major	Critical
		1	2	3	4	5
Highly Likely	5	5	10	15	20	25
Likely	4	4	8	12	16	20
Occasional	3	3	6	9	12	15
Unlikely	2	2	4	6	8	10
Very Unlikely	1	1	2	3	4	5

Considered by the Finance, Policy and Resources Committee – 28 September 2022 and recommended to Full Council  
 Full Council at its meeting on 04 October 2022 resolved to adopt the document, minute reference 6d.