

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 26/06/2024

| REF | Activity | Risk/Hazard Description | Who is at risk / Risk Category | Risk Score | | | | EXISTING CONTROLS Key points | FURTHER ACTIONS (if required) | RISK OWNER | REVIEW DATES | |
|--------|--|---|--|------------|-------------|-------|---------------------|---|---|------------------------------|--------------|------------|
| | | | | Impact | Probability | Total | Red / Yellow/ Green | | | | LAST | NEXT |
| 1.1.01 | Democratic Representation & Management | Failure to comply with legislation and/or regulations | Council Compliance & Financial | 4 | 1 | 4 | Green | Councillor's handbook issued to all Councillors when they take office. Standing Orders, Financial Regulations and Code of Conduct, in place and reviewed regularly. Town Clerk attends professional conferences / seminars. Town Clerk holds CiLCA | Standing Orders reviewed January 2024. Next review due in 2025. Scheme of Delegated Functions to be adopted. | Town Clerk/DSM | April 2024 | April 2025 |
| 1.1.02 | Democratic Representation & Management | Failure to provide timely and adequate – notice of Council Agendas and production of Council Minutes | Council Compliance | 2 | 1 | 2 | Green | Town Clerk is CiLCA qualified. | Review of procedures for production, distribution, and publication of Agendas & Minutes to be instigated by DSM. | Town Clerk/DSM | April 2024 | April 2025 |
| 1.1.03 | Democratic Representation & Management – Failure to inform Councillors | Poor decision, poor staff morale, misinformed public | Council, Councillors Compliance | 2 | 1 | 2 | Green | Council business widely publicised through Stotfold News, notices, press releases, website etc. Town Clerk holds regular meetings with Chair to discuss Council Business. Weekly Bulletin to all Councillors with updates. | | Town Clerk/DSM | April 2024 | April 2025 |
| 1.1.04 | Democratic Representation & Management | No knowledge of changes to regulations or new regulations. | Council Finance, Compliance & Operational | 2 | 1 | 2 | Green | Advice received via SLCC/BATPC on changes in regulation. Policies are reviewed regularly and updated, if necessary, in light with best practice. | Policies reviewed against SLCC/NALC model policies and other town councils. | Town Clerk/DSM | April 2024 | April 2025 |
| 1.1.05 | Democratic Representation & Management | Reputational damage – poor public understanding of the role of the council and its services | Council | 3 | 1 | 3 | Green | Website up to date and accurate, well-trained staff, careful management of services, deliberate and positive publicity concerning services and issues, use of social media | Consider public consultation where appropriate | Town Clerk | April 2024 | April 2025 |
| 1.1.06 | Democratic Representation & Management | Lack of strategic direction and leadership – ability of Council to set objectives aligned to service delivery | Council | 1 | 2 | 3 | Green | Careful management of services | Ongoing development of the Council's vision, objectives, and Strategic Plan | Town Clerk/DSM | April 2024 | April 2025 |
| 1.2.01 | Financial Management | Insufficient funds - Failure to agree precept or precept set at inadequate level. | Council Financial, Compliance & Operational | 4 | 1 | 4 | Green | Council sets an Annual budget. Level of reserves agreed by Council during budget process. | | Town Clerk / Finance Officer | April 2024 | April 2025 |

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| | | | | | | | | RFO checks precept received from CBC agrees with precept requested. Reserves Policy adopted and reviewed regularly after end of year to consider robustness of level of reserves | | | | |
| 1.2.02 | Financial Management | Insufficient funds - Council expenditure significantly exceeding budget. | Council Financial, Compliance & Operational | 3 | 1 | 3 | Green | Regular Income & Expenditure report provided to Council with accompanying report on variances. Regular budgetary control reviews undertaken by Finance Officer and significant issues reported to Town Clerk. Action taken to respond to variances. Level of reserves, general and earmarked, reviewed by Council during budget process. Level of general and earmarked reserves reported to Council with Annual Return at year end. | | Town Clerk / Finance Officer | April 2024 | April 2025 |
| 1.2.03 | Financial Management | Loss of funds due to error, theft, fraud, or misappropriation due to failure to keep proper financial records. | Council Financial, Compliance & Operational | 4 | 1 | 4 | Green | Financial Records: Financial management system (Rialtas) in place together with office procedures. Two councillors approve payments (excluding payroll). All bank payments uploaded by Finance Officer. Income received kept securely and banked regularly. Official receipts issued for cash at reception. Payroll Records: payroll contract in place. | Written office financial procedures to be put in place. Fidelity Insurance in place, reviewed by Internal Auditor Finance Officer FiLCA trained. Investigate outsourcing payroll. | Town Clerk / Finance Officer | April 2024 | April 2025 |

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| | | | | | | | | <p>Staff returns collated by Finance Officer and draft payslips reviewed for consistency.</p> <p>Payments checked to pay slips by Town Clerk.</p> <p>Standing Orders & Financial Regulations in place.</p> <p>Monthly bank reconciliations prepared by Finance Officer, reviewed by Town Clerk, and signed off quarterly by two councillors, which is minuted at Governance & Resources Committee</p> <p>Income and expenditure reviewed against budget regularly and reported quarterly to Council.</p> <p>Internal Audit review procedures and sample check transactions.</p> | | | | |
| 1.2.04 | Financial Management | Insufficient funds for Council due to poor cash management planning. | Council Financial, Operational | 4 | 1 | 4 | Green | Cashflow monitored regularly by RFO and Finance Officer with transfers between accounts to ensure adequate funds in relevant accounts. | | Town Clerk / Finance Officer | April 2024 | April 2025 |
| 1.2.05 | Financial Management | Expenditure incurred without proper authority. | Council Financial & Compliance | 2 | 3 | 6 | Yellow | <p>Standing Orders and Financial Regulations in place and subject to regular review.</p> <p>Payments require authorisation by Town Clerk or Finance Officer.</p> <p>Internal Audits conducted.</p> | Written procedures to be adopted. | Town Clerk / Finance Officer | April 2024 | April 2025 |
| 1.2.06 | Financial Management | Failure to comply with HMRC regulations. Financial penalty. | Council Financial & Compliance | 4 | 1 | 4 | Green | <p>VAT – returns completed quarterly by Finance Officer online via RBS system.</p> <p>Finance system accounts for VAT on purchases and sales.</p> <p>PAYE / NIC calculated by Payroll software. To be reviewed on a monthly basis and annually by Town Clerk.</p> | Consider outsourcing payroll. | Town Clerk / Finance Officer | April 2024 | April 2025 |

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| 1.2.07 | Financial Management | Unable to recover VAT paid out on exempt activities e.g., Community Hall | Council Financial & Compliance | 4 | 1 | 4 | Green | None | Annual partial exemption review to be undertaken on budget and at year end. Members made aware of impact of large schemes on exempt or partially exempt activities. Professional advice sought for major projects. | Town Clerk / Finance Officer | April 2024 | April 2025 |
| 1.2.08 | Financial Management | Items not insured or cover too low. Loss and damage to parish council assets Damage to third party property or individuals Loss of income or need to provide essential services following critical damage, loss, or non-performance by third party | Council Public liability Financial | 4 | 1 | 4 | Green | Insurance held with Aviva and reviewed annually at Annual Parish Council Meeting. Insurance checked by Internal Auditor Asset register reviewed annually at Annual Parish Council Meeting. Deeds stored by Council Solicitor. | Review insurance property values and check asset records up to date. | Town Clerk / Finance Officer | April 2024 | April 2025 |
| 1.2.09 | Financial Management | Financial risk to 3 rd Party in connection with service provision e.g., through loss of information. | Council & Third Parties Financial | 2 | 1 | 2 | Green | Leases & licences kept by Council Solicitors Insurance in place | | Town Clerk / Finance Officer | April 2024 | April 2025 |
| 1.2.10 | Financial Management | Bank failure causing significant loss of Council funds. | Council Financial & Compliance | 4 | 1 | 4 | Green | Council maintains accounts with separate banks to spread the potential loss. Council has Investment Policy in place which is reviewed annually. | | Town Clerk / Finance Officer | April 2024 | April 2025 |
| 1.2.11 | Financial Management - Banking | Conveyance of cash / cheques to bank. Injury / death / mugging / theft | Council, Employees Financial | 3 | 1 | 3 | Green | Cash is banked regularly to avoid build-up of funds. Member of staff takes funds to bank. Staff advised not to resist if a theft is attempted and to take mobile phone with them. | | Town Clerk / Finance Officer | April 2024 | April 2025 |
| 1.2.12 | Financial Management – Business Continuity | Failure to undertake continuity planning, including business continuity. | Council Operational Staff | 3 | 3 | 9 | Yellow | Business continuity plan in place and reviewed regularly. Officers have ability to work from home, cloud-based storage, | Consider Business Continuity Insurance | Town Clerk | April 2024 | April 2025 |

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| | | Delivery of services is compromised | | | | | | mobile phone app for office phones | | | | |
| 1.3.01 | Staffing & Employment | Inadequate staffing resources. | Council Operational | 3 | 2 | 6 | Yellow | Employment contracts with notice period. Ensure vacancies advertised and filled as soon as possible. Monitor sickness absence and perform regular staff appraisals. | | Town Clerk | April 2024 | April 2025 |
| 1.3.02 | Staffing & Employment | Failure to comply with employment law. | Council Financial & Compliance | 2 | 2 | 4 | Green | Contracts of employment in place for all staff. Council has contract with HR advisor. Staff Handbook provided by HR Advisor which is regularly updated. Contracts of employment follow National Joint Council for Local Government Service for issue and revision of National Agreement on Pay and Conditions of Service. | | Town Clerk | April 2024 | April 2025 |
| 1.3.03 | Staffing & Employment | Loss of key staff. | Council Operational | 3 | 2 | 6 | Yellow | All staff have job descriptions. Option to use short term vacancy cover from suitably qualified professional via contacts with SLCC or BATPC. | Review staff development training. | Town Clerk | April 2024 | April 2025 |
| 1.3.04 | Staffing & Employment | Long term sickness / loss of knowledge & experience | Council, Employees Financial & Operational | 2 | 2 | 4 | Green | All staff have job descriptions, recently revised as part of staff review. Option to use short term vacancy cover from suitably qualified professional via contacts with SLCC or BATPC. | | Town Clerk | April 2024 | April 2025 |
| 1.3.05 | Staffing & Employment | Low staff morale / performance / absenteeism. | Council, Employees Financial & Operational | 2 | 1 | 2 | Green | Job descriptions for all officers and regular staff appraisal scheme. | | Town Clerk | April 2024 | April 2025 |
| 1.3.06 | Staffing & Employment | Inadequate training. | Council Financial, Compliance, Delivery & Operational | 2 | 2 | 4 | Green | Staff appraisal identifies training needs. Council sets annual training budget. | | Town Clerk | April 2024 | April 2025 |

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| | | | | | | | | Staff offered local and national courses and conferences according to job description. | | | | |
| 1.3.07 | Staffing & Employment | Inappropriate gifts to staff or Councillors | Council Compliance | 2 | 1 | 2 | Green | All gifts over £25 to be recorded in Gift register. Members Code of Conduct & signed declarations. | | Town Clerk/DSM | April 2024 | April 2025 |
| 1.3.08 | Staffing & Employment | Personnel security / injury to staff | Council, Employees Financial & Compliance. | 2 | 2 | 4 | Green | Access to office via secure system and open only to Staff. Staff handbook includes Lone Working Policy. | | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |
| 1.3.09 | Staffing & Employment | Health & safety. | Council, Employees Financial & Compliance | 2 | 2 | 4 | Green | Review of Health & Safety undertaken with new Health & Safety Policy adopted by Council 2023. Designated staff IOSH Working Safely courses. Public Realm Manager to hold IOSH Managing Safely qualification. | Officers trained as first aider. Fire Wardens appointed. | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |
| 1.3.10 | Staffing & Employment | Employee qualifications & employment history incorrect / fraud / inappropriate behaviour. | Council, Employees Public Financial, Compliance & Legal, Delivery & Quality of Service | 2 | 1 | 2 | Green | All employees subject to standard recruitment process. References taken before contracts signed. | Ensure that references covering three years' work history are taken for those responsible for financial controls. | Town Clerk | April 2024 | April 2025 |
| 1.3.11 | Staffing & Employment – Driving on official business | Use of own motor vehicle / or Council vehicle - RTA. | Council, Employees Public Financial & Compliance | 3 | 2 | 6 | Yellow | Road Traffic Legislation and the Highway Code Any incidents must be reported immediately to the Town Clerk and a written incident form completed. Staff handbook includes a driving policy. | Remind staff that they cannot use a mobile phone whilst driving. Carry out annual driving licence check for staff driving on Council business. Carry out annual checks of business use insurance and vehicle test certificates for employees who use their own vehicle for work purposes. | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |

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| 1.3.12 | Staffing & Employment – Driving on official business | Personal Safety | Public, Staff, Council Financial & Compliance | 2 | 1 | 2 | Green | Staff advised to avoid confrontation with other road users. Staff should always carry a mobile phone when cycling or driving but should not use these unless legal and safe to do so. | | Town Clerk | April 2024 | April 2025 |
| 1.4.01 | Information, Website & Social Media | Loss of data & information - theft, fire, flood, or damage. | Council, Employees, Councillors, Suppliers & Debtors, Public Financial & Compliance | 2 | 2 | 4 | Green | Legal and important documents are stored safely. Insurance in place Server back-up and stored in in the cloud. Hardware upgrades carried out regularly. Computers and network managed by computer provider. | | Town Clerk | April 2024 | April 2025 |
| 1.4.02 | Information, Website & Social Media | IT – Loss of service, loss through loss of building/ability to do business, loss of IT | Council, service users Financial & operational | 3 | | 9 | Yellow | Maintenance of building and IT systems, IT backup systems, use of external storage, use of cloud-based storage | Review of Business Continuity Plan | Town Clerk | April 2024 | April 2025 |
| 1.4.03 | Information, Website & Social Media | Non-compliance under Freedom of Information Act. | Council Financial & Compliance, | 2 | 2 | 4 | Green | | Freedom of Information Policy, procedure, and information request to be formulated. | Town Clerk | April 2024 | April 2025 |
| 1.4.04 | Information, Website & Social Media | Major IT failure | Council, Employees, Councillors, Suppliers & Debtors, Public Financial, Compliance & Operational | 2 | 2 | 4 | Green | Server backed up in the cloud. Contract with IT provider for support. Password protection | Review hardware to ensure fit for purpose. | Town Clerk | April 2024 | April 2025 |
| 1.4.05 | Information, Website & Social Media | Website out of date, incorrect or misleading | Council, Public Compliance & Operational | 2 | 2 | 4 | Green | Web pages updated when required. Periodic review of website contents. | | Town Clerk | April 2024 | April 2025 |
| 1.4.06 | Information, Website & Social Media | Lack of Council ownership of website. | Council, Public Compliance & Operational | 2 | 1 | 2 | Green | Domain name and owned by Town Council. Annual contract held for hosting service with IT contractor. | Domain Name due for renewal February 2025. | Town Clerk | April 2024 | April 2025 |
| 1.4.07 | Information, Website & Social Media | Failure of website or internet provider. | Council, Public Compliance & Operational | 2 | 1 | 2 | Green | Domain name and owned by Parish Council. Annual contract held for hosting service with IT contractor. | | Town Clerk | April 2024 | April 2025 |

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| 1.4.08 | Information, Website & Social Media | Outside infiltration to social media accounts – being locked out / defamatory posts made in Council's name | Council, Public, Compliance | 2 | 1 | 2 | Green | The Town Clerk approves all social media posts. Access password controlled. | | Town Clerk | April 2024 | April 2025 |
| 1.4.09 | Information, Website & Social Media | Unlicensed use of images in marketing materials – financial and legal implications | Council, Financial | 2 | 1 | 2 | Green | The Town Clerk approves all social media posts. Promotional material signed off by Town Clerk and Chair. | | Town Clerk | April 2024 | April 2025 |
| 1.4.10 | Information, Website & Social Media | Images / footage of vulnerable children or adults used. | Council Compliance | 2 | 2 | 4 | Green | Parental consent forms collected prior to image capture. | | Town Clerk | April 2024 | April 2025 |
| 1.4.11 | Information, Website & Social Media | Data protection registration & compliance. | Council, Employees, Councillors, Suppliers & Debtors, Public Financial & Compliance | 2 | 2 | 4 | Green | Annual renewal of registration with ICO Firewall in place on network – managed by IT provider. | | Town Clerk | April 2024 | April 2025 |
| 1.4.12 | Data Protection breach on Social Media | Personal data (including images) is leaked resulting in a fine for the Council | Public, those who hold personal data for Service. Compliance & Operational | 2 | 1 | 2 | Green | All posts and website updates are proofread and checked by the Town Clerk. No photos are used without relevant consent. | | Town Clerk | April 2024 | April 2025 |
| 1.4.13 | Disclosure of personal, financial, and contractual information Inappropriate storage of data Loss of hard copy data Loss of electronic data | Data breach Financial loss Fines/prosecution | Council, Employees, Public, Contractors Financial & Compliance | 2 | 2 | 4 | Green | Personal & sensitive data is filed on hard copy files which are stored in locked cupboards sited in the Town Council offices. Data is also stored on password protected files, GDPR training given to employees. Implementation of GDPR and data retention policy which is reviewed regularly. Insurance cover in place | Ongoing review re. personal / sensitive data and retention of documents. Sensitive data to be deleted on a regular basis when no longer needed. Councillors and employees to be updated in accordance with any changes to GDPR guidelines. | Town Clerk/DSM | April 2024 | April 2025 |
| 1.4.14 | Unauthorised access to Council computers, emails, and files | Disruption or damage to IT system Disruption of service provision Data breach Fines/prosecution | Council, Employees, Public, Contractors Financial & Compliance | 2 | 1 | 2 | Green | All Council computers and laptops are protected by anti-virus software/firewalls which are kept up to date by the Council's IT provider. Regular back-ups and updates are carried out. | | Town Clerk/DSM | April 2024 | April 2025 |

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| | | | | | | | | <p>Council email address in use and each account is password protected</p> <p>Guidance/information has been given to employees to delete emails if it is no longer necessary to keep them and to retain as little information as possible.</p> | | | | |
| 1.5.01 | Premises & Assets (general) | Theft / Loss of asset | Council, Financial, Compliance & Operational | 2 | 1 | 2 | Green | <p>Capital assets are recorded on the financial asset register, if appropriate.</p> <p>Buildings have regularly maintained intruder alarms.</p> <p>Insurance cover in place for larger assets.</p> | All assets to be registered with Land Registry or Commons Registration Authority in the case of village greens or common land. | Town Clerk/ Public Realm Manager/ Finance Officer | April 2024 | April 2025 |
| 1.5.02 | Premises & Assets (general) | Injury or death to person Poor Condition – Dilapidation/ Fire / Flood / Vandalism - Damage to assets / Injury to staff or user | Council, Public Financial, Compliance & Operational | 2 | 2 | 4 | Green | <p>Systematic maintenance programme, training and procedures, use of risk assessments for events and high-risk activity. Health and Safety activity including consultant support. H&S input and management by members and Senior Officers.</p> <p>Fire risk assessments in place for buildings – subject to two yearly reviews.</p> <p>Buildings have regularly maintained intruder and fire alarms. Access to Community Centre restricted by security coded door.</p> <p>CCTV in outside areas of Greenacre Centre saved to hard drive.</p> <p>Insurance cover in place.</p> <p>Repairs and maintenance budgets in place.</p> | <p>Condition survey should be put in place on a regular basis.</p> <p>Asbestos register to be reviewed in line with current legislation.</p> <p>Review of risk assessments for each property to be undertaken.</p> <p>Fixed wiring reviewed every 5 years, PAT to be reviewed every 2 years.</p> | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |
| 1.5.03 | Premises & Assets (general) | Changes in market conditions or legislation - reduction in value of | Council, Financial, Compliance, & Operational | 2 | 1 | 2 | Green | Changes in legislation and environmental regulations monitored. | | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |

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| | | asset / increased costs due. | | | | | | Where appropriate assets conform to current legislation in respect of Health & Safety & Environmental matters. | | | | |
| 1.5.04 | Premises & Assets (general) | Failure of tenant - Loss of tenant income | Council, Financial & Compliance | 1 | 2 | 2 | Green | Payments in respect of leases and licences monitored and debts chased promptly. Contracts in place for long term arrangements. | | Town Clerk | April 2024 | April 2025 |
| 1.5.05 | Premises & Assets (general) | Assets not recorded properly. | Council, Financial & Compliance, | 1 | 2 | 2 | Green | Asset register in place. | Review list asset register annually and ensure insurance valuations reviewed periodically. | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |
| 1.5.06 | Premises & Assets (general) | Equipment – failure Injury and/or service disruption | Council, Service Users Financial & Operational | 1 | 2 | 2 | Green | Equipment regularly maintained. Maintenance budget in place. Health and safety clothing provided and to be worn by staff. | Ensure maintenance schedules in place for critical / potentially dangerous equipment. Review / put in place risk assessments to ensure safe usage. | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |
| 1.5.07 | Premises & Assets (general) | Playground equipment – failure. Injury and/or service disruption | Council, Service Users Financial & Operational | 1 | 2 | 2 | Green | Equipment regularly maintained. Maintenance budget in place. Annual inspections in place. | Ensure maintenance schedules in place for critical / potentially dangerous equipment. Review / put in place risk assessments to ensure safe usage. | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |
| 1.5.08 | Premises & Assets – Asset Management | Failure to manage, invest and maintain Council Assets Gradual deterioration and long-term costs higher than necessary Reputational risk, unexpected expenses incurred. | Council, Service Users | 2 | 2 | 4 | Green | Asset Management Policy in place including regular inspection regime in place. Maintenance budget in place for regular programme of works | Continue with surveys when needed and planned maintenance costs updated as part of the asset management plan. Continue to review maintenance budgets and reserves to ensure that sufficient funds are available to maintain Council assets | Town Clerk/ Public Realm Manager/ Public Realm Manager | April 2024 | April 20255 |
| 1.6.01 | General Public | Damage or injury to members of the public. | Council, Employees, Councillors, Public Financial & Compliance | 3 | 2 | 6 | Yellow | Health and safety policy in place. Events risk assessments undertaken and reviewed by Town Clerk prior to event. | Review Health & Safety Policy annually All activities / services should have up to date risk assessments in place. These need to be reviewed. | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |

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| | | | | | | | | Staff risk aware and risk management regularly highlighted at staff meetings. Public liability insurance in place. Councillors made aware of risk management by adoption of risk management strategy and annual risk register annually. | Fire risk assessments to be reviewed. Review staff training. | | | |
| 1.6.02 | General Public | Libel, Slander | Council, Employees, Councillors, Public Financial & Compliance | 2 | 2 | 4 | Green | Councillors made aware of risk management by adoption of risk management. Code of Conduct adopted, and all councillors sign up to adhere to code when taking office. Press releases and publications reviewed by Town Clerk before publication. Council signed up to Civility & Respect Project. | | Town Clerk/DSM | April 2024 | April 2025 |
| 1.6.03 | Customer Satisfaction | Poor service to customer | Public, staff | 2 | 1 | 3 | Green | Staff training, equipment maintenance and purchase budgets in place, continued service review | | Town Clerk | April 2024 | April 2025 |
| 1.8.01 | Contractors – General | Site injury – injury / death | Public, Staff, Contractors Compliance, Financial, Operational | 2 | 3 | 6 | Yellow | Council advises all contractors of any known hazards prior to contractors starting work. Asbestos Register in place | Asbestos inspection, plan and register to be put in place urgently. | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |

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| 1.8.02 | Contractors – General | Use of contractors – damage / fire / injury | Public, Councillors Staff, Contractors Financial & Compliance | 2 | 2 | 4 | Green | <p>All contractors are reviewed prior to being employed and references taken when appropriate.</p> <p>Electricians and contractors servicing gas appliances or system should be fully qualified and registered. Electricians – NICEIC Gas – Gas Safety Registered Evidence of professional status must be provided, checked regularly by staff, and recorded.</p> <p>Contractors handling sanitary waste, clinical waste, herbicides, pesticides etc. are appropriately licensed.</p> <p>Work of all contractors is monitored and where appropriate records kept.</p> | Contractors risk assessments should be reviewed, and their level of insurance cover should be checked. | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |
| 1.8.03 | Contractors – General | Site safety - fire | Public, Staff, Contractors Compliance | 1 | 2 | 2 | Green | <p>Council to advise all contractors of fire procedures when they start work.</p> <p>All contractors and visitors sign in/out of community centre.</p> | | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |
| 1.8.04 | Contractors – General | Site safety – injury / damage | Public, Staff, Contractors Compliance | 1 | 2 | 2 | Green | All parties are aware of the necessity to maintain a safe working environment. | | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |
| 1.9.01 | Climate Emergency Response | <p>Failure to reduce carbon impact from services and Council activities and implement mitigation measures to meet Climate change and biodiversity</p> <p>Loss of council reputation, loss of public support</p> | Council Public | 1 | 2 | 2 | Green | <p>Council has Biodiversity Policy which is reviewed regularly.</p> <p>All reports have an implications section which includes Biodiversity section.</p> | | Town Clerk/ Public Realm Manager | Mar 2022 | April 2025 |
| 1.10.01 | Cemetery - Stability of headstones/ memorials | Injury due to poor maintenance | Visitors, Councillors, Council staff, contractors, trespassers Financial & Compliance | 2 | 3 | 6 | Yellow | All undertakers to follow the NAMM and our guidelines in respect of materials, size and fixings | Contractors risk assessments should be reviewed, and their level of insurance cover should be checked. | Town Clerk/ Public Realm Manager/ Cemetery Officer | April 2024 | April 2025 |

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 26/06/2024

| REF | Activity | Risk/Hazard Description | Who is at risk / Risk Category | Risk Score | | | | EXISTING CONTROLS Key points | FURTHER ACTIONS (if required) | RISK OWNER | REVIEW DATES | |
|---------|---------------------------------------|---|--|------------|-------------|-------|---------------------|---|--|--|--------------|------------|
| | | | | Impact | Probability | Total | Red / Yellow/ Green | | | | LAST | NEXT |
| | | | | | | | | Visual and hand tests to be carried out by designated Contractor every 5 years and competent Member of staff annually following guidelines as laid out by the Ministry of Justice in 2009 – or as updated Town Rangers to undertake informal visual inspections during their visits to the Cemetery. | Formal procedure to be adopted for memorial maintenance etc. Programme of inspections and recording introduced. Inspections advertised in advance and of intended action that is taken if found to be unsafe. Risk assessment in place and competent person with PLI and RAMS to undertake topple test. | | | |
| 1.10.02 | Cemetery – Buildings and walls | Injury due to poor maintenance | Public, Staff, Contractors Compliance | 1 | 2 | 2 | Green | Visual inspection of buildings bi-monthly 5 yearly condition survey Tenants of Chapel to be asked by letter to report any noted defects No asbestos on site | Condition survey undertaken November 2023 | Town Clerk/ Public Realm Manager/ Cemetery Officer | April 2024 | April 2025 |
| 1.10.03 | Cemetery – open grave | Fall into open grave | Public, Staff, Contractors Compliance | 1 | 2 | 2 | Green | Responsibility of contractor to follow relevant procedures. PLI and RAMS held for contractor | Funeral directors contract grave digging with third party | Town Clerk/ Public Realm Manager/ Cemetery Officer | April 2024 | April 2025 |
| 1.10.04 | Cemetery – trees | Falling branches | Public, Staff, Contractors Compliance | 1 | 2 | 2 | Green | Regular budgeted figure for tree surgery 5 yearly tree survey to be carried out by Tree Consultant and consider actions to be taken | | Town Clerk/ Public Realm Manager/ Cemetery Officer | April 2024 | April 2025 |
| 1.10.05 | Cemetery – footpaths | Slips, trips and falls from exposed roots, loose gravel, icy conditions, poor surface | Public, Staff, Contractors Compliance | 2 | 2 | 4 | Green | Regular inspections of condition of footpaths. Annual maintenance budget. Salt main routes when weather is icy | | Town Clerk/ Public Realm Manager/ Cemetery Officer | April 2024 | April 2025 |
| 1.10.06 | Cemetery – Mobile Phone Mast Compound | Electric shock, fall from mast | Public, Staff, Contractors Compliance | 2 | 2 | 4 | Green | Carry out regular visual inspection of mast compound and report any defects to operator | | Town Clerk/ Public Realm Manager/ Cemetery Officer | April 2024 | April 2025 |

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 26/06/2024

| REF | Activity | Risk/Hazard Description | Who is at risk / Risk Category | Risk Score | | | | EXISTING CONTROLS Key points | FURTHER ACTIONS (if required) | RISK OWNER | REVIEW DATES | |
|---------|--|--|--|------------|-------------|-------|---------------------|--|---|--|--------------|------------|
| | | | | Impact | Probability | Total | Red / Yellow/ Green | | | | LAST | NEXT |
| 1.10.07 | Cemetery – Lighting conductor | Electric shock | Public, Staff, Contractors Compliance | 2 | 2 | 4 | Green | Carry out annual inspection of lighting conductor by competent contractor | | Town Clerk/ Public Realm Manager/ Cemetery Officer | April 2024 | April 2025 |
| 1.10.08 | Cemetery – dog fouling | Ill health | Public, Staff, Contractors Compliance | 2 | 2 | 4 | Green | No dogs' signs present. Bins provided | Dogs on leads signs present. GM contractors check grass before cutting | Town Clerk/ Public Realm Manager/ Cemetery Officer | April 2024 | April 2025 |
| 1.10.09 | Cemetery – Seating | Injury due to poor maintenance | Public, Staff, Contractors Compliance | 2 | 2 | 4 | Green | Seating inspected regularly and condition records as well as remedial action undertaken. Rapid response to repairs. Plastic/recyclable seating used. | | Town Clerk/ Public Realm Manager/ Cemetery Officer | April 2024 | April 2025 |
| 1.10.10 | Cemetery – vehicles | Collision with other vehicles and/or pedestrians | Public, Staff, Contractors Compliance | 2 | 3 | 6 | Yellow | Vehicular access restricted. Speed restriction in place and signed. Signs advising of vehicles and/or pedestrian presence. | | Town Clerk/ Public Realm Manager/ Cemetery Officer | April 2024 | April 2025 |
| 1.10.11 | Cemetery – Grave Plot Misallocation | Reputational damage | Public | 1 | 2 | 3 | Green | Update burial register regularly and ensure forms completed correctly | | Town Clerk/ Cemetery Officer | April 2024 | April 2025 |
| 1.10.12 | Cemetery - memorial, internment, and plot purchase | Reputational damage | Public, Staff | 1 | 2 | 3 | Green | Ensure invoices are sent out at time of burial/purchase | | Town Clerk/ Cemetery Officer | April 2024 | April 2025 |
| 1.11.01 | Play Areas – Litter, glass | Causing injury | Public, Staff, Contractors Compliance | 2 | 3 | 6 | Yellow | Regulation inspection of play areas. Litter picking carried out regularly | | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |
| 1.11.02 | Play Areas – discarded drug equipment | Causing injury | Public, Staff, Contractors Compliance | 2 | 3 | 6 | Yellow | Regulation inspection of play areas. Litter picking carried out regularly | | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |
| 1.11.03 | Play areas – dog mess | Ill health | Public, Staff, Contractors Compliance | 2 | 3 | 6 | Yellow | Dogs prohibited from play areas Signage prohibiting dogs from play areas in place. Regulation inspection of play areas. Litter picking carried out regularly | | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 26/06/2024

| REF | Activity | Risk/Hazard Description | Who is at risk / Risk Category | Risk Score | | | | EXISTING CONTROLS Key points | FURTHER ACTIONS (if required) | RISK OWNER | REVIEW DATES | |
|---------|---|-------------------------|--|------------|-------------|-------|---------------------|--|--|-------------------------------------|--------------|------------|
| | | | | Impact | Probability | Total | Red / Yellow/ Green | | | | LAST | NEXT |
| 1.11.04 | Play Areas – poisonous plants | Ill health | Public, Staff, Contractors Compliance | 2 | 3 | 6 | Yellow | Consideration of public safety when considering planting scheme in play areas | | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |
| 1.11.05 | Play Areas – injury through falling | Causing injury | Public, Staff, Contractors Compliance | 2 | 3 | 6 | Yellow | Consideration of surface type with respect to age of users and usage. Suitable play areas installed around play equipment in accordance with relevant British Standards | | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |
| 1.12.06 | Play areas – defective ground surfaces | Slips, trips and falls | Public, Staff, Contractors Compliance | 2 | 3 | 6 | Yellow | Regular inspections of areas. Reporting procedure in place. | Screen off damaged area. Prompt remedial action | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |
| 1.12.07 | Play areas – snow or ice | Slips, trips and falls | Public, Staff, Contractors Compliance | 2 | 3 | 6 | Yellow | Spread salt/grit on paths during icy weather | | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |
| 1.12.08 | Play areas – slippery surfaces due to moss or fallen leaves | Slips, trips and falls. | Public, Staff, Contractors Compliance | 2 | 3 | 6 | Yellow | Regular inspection of surfaces and maintenance to remove hazard | | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |
| 1.13.01 | Car Parks – surfaces | Slips, trips and falls | Public, Staff, Contractors Compliance | 2 | 3 | 6 | Yellow | Regular inspection of conditions, recorded by competent person. Defects repairs asap. Unauthorised use monitored. | | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |
| 1.13.02 | Car Parks – trees | Injury | Public, Staff, Contractors Compliance | 2 | 3 | 6 | Yellow | Council responds to complaints/reports from employees and public if concern raised about tree condition; tree stock identified and inspected by an arboriculturist; trees re-inspected on a regular basis, according to level of risk; records relating to inspections kept, including where no defect is found and retained for a min. of 6 years | | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |
| 1.13.03 | Car Parks – hedge trimming | Injury | Public, Staff, Contractors Compliance | 2 | 3 | 6 | Yellow | Work carried out by competent contractor or staff throughout the year; contractor provides PPE, training and equipment to their staff; contractor's own risk assessments done for the work and copies obtained | | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |

RISK REGISTER – STOTFOLD TOWN COUNCIL - CORPORATE & STRATEGIC – COUNCIL 26/06/2024

| REF | Activity | Risk/Hazard Description | Who is at risk / Risk Category | Risk Score | | | | EXISTING CONTROLS Key points | FURTHER ACTIONS (if required) | RISK OWNER | REVIEW DATES | |
|---------|--|----------------------------------|--|------------|-------------|-------|---------------------|--|----------------------------------|-------------------------------------|--------------|------------|
| | | | | Impact | Probability | Total | Red / Yellow/ Green | | | | LAST | NEXT |
| 1.13.04 | Car Park - Fixed furniture, benches, bins, etc | Injury | Public, Staff, Contractors Compliance | 1 | 1 | 1 | Green | Litter bins secured into the ground and emptied and inspected regularly – employee reports any damage | | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |
| 1.13.05 | Car Park – Height Barrier | Damage to vehicles Injury | Public, Staff, Contractors Compliance | 1 | 2 | 2 | Green | All barriers at a minimum height of 2.1m; high visibility colouring used with appropriate signage indicating height; barrier inspected regularly for damage, and repairs carried out as soon as practicably possible | | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |
| 1.13.06 | Car Park – Lighting | Damage to vehicles Injury | Public, Staff, Contractors Compliance | 2 | 3 | 6 | Yellow | Lights regularly inspected by contractor; defects repaired as soon as practicably possible | | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |
| 1.13.07 | Car Park – Traffic movements | Vehicle Collision Injury | Public, Staff, Contractors Compliance | 2 | 3 | 6 | Yellow | Clear directional arrows/signs in place where necessary; pavements provided for pedestrians as appropriate; lighting provided where possible; clear visibility for oncoming traffic and entry/exit points | | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |
| 1.13.08 | Car Park – surface drainage | Slips, trips and falls | Public, Staff, Contractors Compliance | 2 | 3 | 6 | Yellow | Drains regularly cleaned; sitting water noted and order for professional drain clearance issued; potholes repaired | | Town Clerk/ Public Realm Manager | April 2024 | April 2025 |