



INTRODUCTION

Please find below the most up to date copy of the Council's Risk Register.

Cttee members are asked to review this document, and identify:

Queries
Amendments
Further mitigations

To be considered at the February FP and GP Committee.

WTC FP AND GP CTTEE FEBRUARY 2025 RISK REGISTER REVIEW

Whitby Town Council Risk Matrix

Post-mitigation Scores

Strategic Risk Identified	Existing Controls to Mitigate	Impact	Likelihood	Risk Score	Future Actions to Mitigate risk	Date to Implement actions or Review date	Responsible Person
Infrastructure & Resources							
1 Protection of physical assets	Maintain and update asset register - buildings insured against identified risk of damage and theft at a value updated by inflation annually	2	1	2		Annual Meeting in May.	Clerk
2 Security of buildings	Custodians and security system (externally maintained) in place	3	1	3		Annually	Clerk
3 Maintenance of buildings	Maintained through contract with specialist mechanical, electrical and heating engineers.	2	2	4		Annually	Clerk
4 Landlord responsibilities	Dialogue with tenants - informally with management - formally via JMC.	1	1	1		Quarterly	Clerk
Governance & Financial							
5 Banking	Comply with bank requirements. Current and deposit accounts for WTC and (separately) for PAG.	1	1	1		Every FP&GP Committee Meeting	Clerk
6 Internal Control - Financial Controls and records	Monthly reconciliation by RFO. Two signatures on cheques. Payments approved by FP&GP Committee. Internal and external audit. Risk register and asset register subject to review.	1	1	1		As required	Clerk
7 VAT not properly accounted for, resulting in overclaims and large demands from HMRC	Ensure appropriate publications held and that the Clerk/RFO has good knowledge of regulations. All items in cash book list. Agreement of any submitted returns. Ensure use of electronic returns.	2	1	2		Annually	Clerk
8 Lack of effective lines of communication with other organisations	Establish contacts by name and wherever possible face to face. Note all communication lines which are essential or beneficial and make information available to all councillors.	2	1	2		As required	Clerk/ Councillors
Operations							
9 Public liability (General)	Regular health and safety risk assessments Regular safety checks Adequate insurance Training	2	1	2		As required	Clerk/ Councillors
10 Public liability (Events)	Health and safety risk assessments carried out for each event. Event checklist produced covering all aspects of the event including an emergency plan. Insurance policy in place	2	1	2		As required	Clerk/ Councillors

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Strategic Risk Identified	Existing Controls to Mitigate	Impact	Likelihood	Risk Score	Future Actions to Mitigate risk	Date to Implement actions or Review date	Responsible Person
11 Employer's liability	Ensure compliance with Employment Law through use of consultants (Ellis Whittam) Comply with Inland Revenue requirements through use of external payroll provider SAGE) Legal compliance with Council activities ensured through advice from staff, SLCC, NALC and solicitors when necessary. Advice recorded in the minutes.	2	1	2		As required	Clerk/ Councillors
12 Lack of confidence by Town Councillors	Make information available to all councillors Experienced councillors to assist newcomers to establish contacts.	1	1	1		As required	Clerk/ Councillors
13 Lack of Knowledge of possible culpability of councillors	Familiarisation with Standing Orders.	1	1	1		As required	Clerk/ Councillors
14 Lack of knowledge of Councillors regarding culpability	Include in member induction. Attend any training courses available.	1	1	1		As required	Clerk/ Councillor(s)
15 Inadequate insurance cover taken out - property, personal liability, employers liability.	Review risk assessment in relation to Insurance cover at least annually.	3	1	3		Annually	Clerk/ Councillors
16 Lack of knowledge of accounting requirements	Clerk/Clerk/RFO to take overall responsibility for financial management. Clerk/Clerk/RFO/Officers to attend any training courses available.	2	1	2		Annually	Clerk/ Officers
17 Lack of commitment to accounting requirements	As above plus Clerk/Clerk/RFO to produce financial reports to all relevant meetings. Internal audit reports to be made available to all councillors and any recommendations to be acted upon.	2	1	2		As required	Clerk/ Councillors
18 Bank Charges unnecessarily incurred	Clerk/RFO to carry out regular checks of statements.	1	1	1		Quarterly	Clerk
19 Inaccuracies in recording accounts, totals in books of account and bank reconciliations	Clerk/RFO to ensure that books of account are formatted in such a way that internal controls are included and activated. Record of bank reconciliations for all accounts available for verification by members. Internal audits to advise on internal controls required.	2	1	2		Quarterly	Clerk

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Strategic Risk Identified	Existing Controls to Mitigate	Impact	Likelihood	Risk Score	Future Actions to Mitigate risk	Date to Implement actions or Review date	Responsible Person
Third Parties							
20	Inaccuracies and interest losses caused by account transfers	Keep numbers of accounts to a minimum but ensure that any large balances are deposited into an interest bearing account	1	1	1	As required	Clerk
21	The most beneficial interest terms not being employed	Ensure that favourable interest rates are obtained/review against alternatives, but bear in mind any risks in changing accounts.	1	1	1	Quarterly	Clerk
22	Inadequate control of cash receipts (Allotments etc) and payments	Accurate recording and receipting of all cash receipts. Use of a properly controlled petty cash account. Provide Insurance Cover. Prioritise payments made through BACS.	3	1	3	Quarterly	Clerk/ Officers
23	Books of account not kept up to date/invoices not posted properly	Regular checks by Clerk/RFO. Financial reports to all FP&GP Committee and Council Meetings.	2	1	2	Quarterly	Clerk/ Officers
24	Internal controls not in place or operated	As above	2	1	2	Quarterly	Clerk/ Officers
25	Payments missed or delayed due to inadequate filing of invoices	As above	2	1	2	Quarterly	Clerk/ Officers
26	Council's computer system fails/damaged by fire/stolen etc.	Check insurance cover. Ensure backup procedure in place and backup kept both on and off site. Review Business Interruption cover and online backup procedures.	3	1	3	Annually	
27	Absence of key staff	Ensure adequate documentation is in place to allow effective cover. Maintain contingency provision for interim of temporary staff cover.	3	1	3	Annually	Clerk/ Councillor(s)
28	Lack of knowledge of wishes of residents	Ensure residents are consulted on all major financial issues. Take every opportunity to publicise role of Town Council. Effective use of Notice Boards/fliers, local press and Website and other social media Use key issues to raise profile of Town Council	2	2	4	As required	Clerk
29	Use of funds not giving value for money	Effective budget planning process.	1	1	1	Annually	Clerk/ Councillors
30	Use of funds not in accordance with the wishes of residents	As above plus Clerk/RFO to create effective financial management. Consultation of residents.	1	1	1	Every Council Cycle	Clerk
31	Charges for use of facilities inadequate	Effective financial Management by Clerk/RFO	1	1	1	Annually	Clerk

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	Strategic Risk Identified	Existing Controls to Mitigate	Impact	Likelihood	Risk Score	Future Actions to Mitigate risk	Date to Implement actions or Review date	Responsible Person
32	Fund raising not properly controlled or not in accordance with regulations	All councillors to be aware of need to check regulations before commencing fund raising activities. Effective financial management by Clerk/RFO.	1	1	1		Annually	Clerk/ Councillor(s)
33	Lack of knowledge of budgetary process and council regulations	Commence budget process early. Clerk/RFO to manage budgetary process.	2	1	2		Annually	Clerk/ Councillors
34	Lack of commitment to budgetary process	As above plus Involve all councillors in the budgetary process not solely the clerk	2	1	2		As required	Clerk/ Councillors
35	Inadequate consideration of requirements for annual precept	Commence budget process early. Clerk/RFO to manage budgetary process.	3	1	3		Annually	Clerk
36	Calculation not in accordance with council regulations	Checks by Clerk/RFO	3	1	3		Annually	Clerk
37	Inadequate internal controls with regard to monitoring expenditure	Checks by Clerk/RFO Financial and budget progress reports to all FP&GP Committee meetings and Council meetings	2	2	4		Annually	Clerk
38	Reserves too low	Checks by Clerk/RFO and Internal Auditor. Practitioner's Guide recommendation for general reserve levels to be taken into account. Financial and budget progress reports to all Council meetings Comprehensive Reserves Review to be carried out.	1	1	1		Every Council Cycle	Clerk/ Councillors
39	Lack of knowledge of possible sources of income e.g. grants	Availability of grants to be explored.	2	2	4		As required	Clerk/ Councillors/officers
40	Lack of commitment to pursue possible sources of income	As above	2	2	4		As required	Clerk/ Councillor(s)
41	Receipts not banked or not banked promptly	Regular checks by Clerk/RFO	2	2	4		Quarterly	Clerk
42	Debts not pursued promptly	As above	2	2	4		Quarterly	Clerk/ Councillor(s)
43	VAT claims not made promptly or made incorrectly	Ensure Clerk/RFO has up to date VAT official publications. Regular checks by Clerk/RFO. Internal Audit checks.	2	1	2		Quarterly	Clerk

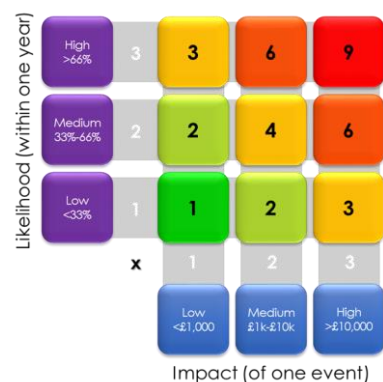
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Strategic Risk Identified	Existing Controls to Mitigate	Impact	Likelihood	Risk Score	Future Actions to Mitigate risk	Date to Implement actions or Review date	Responsible Person
44 Inappropriate rate of pay to employees (salary & hours paid etc) False employees	Ensure employee regulations are available and understood by Clerk. Checks by Clerk/RFO. Payment reports to FP&GP Committee and Council Meetings.	2	1	2		Every Committee and Council Cycle	Clerk/ Councillors
45 Tax an NI arrangements not in accordance with regulations	As above Check implementation of SAGE records to to PAYE/NI tables Continued use of HMRC approved software.	2	1	2		As required.	Clerk
46 Amounts paid to contractors not in accordance with contract and inadequately monitored	Checks by Clerk/RFO on goods supplied/inv oice calculations/payee details. Project expenditure to be accurately monitored.	2	1	2		Quarterly/As required	Clerk
47 Lack of knowledge of Council regulations and procedures	Details laid out in Financial Regulations Section 4. Financial Regulations and Standing Orders to be read in conjunction with each other. Attend training courses where available	2	1	2		As required	Clerk/ Councillors
48 Late or non submission of annual accounts	Monitor progress against auditor's timetable and report to Council Meetings. Regular training to be undertaken to ensure up to date with changing regulations	2	1	2		As required Annually	Clerk/ Councillors
49 Year end accounts not prepared, inaccurate or not in accordance with council requirements	Checks by Clerk/RFO. Internal audit checks. Regular training to be undertaken to ensure up to date with changing regulations	2	1	2		As required Annually	Clerk
50 Inadequate audit trail from records to final accounts	Checks by Clerk/RFO Internal audit checks	2	1	2		Annually	Clerk
51 Lack of knowledge of assets of Town Council	Ascertain and record all Town Council assets in a permanent register	1	1	1		As required	Clerk/ Councillors
52 Assets lost or misappropriated Risk or damage to third party property or individuals	Establish who is responsible for security and maintenance of each asset. Review Public Liability and Insurance cover. Appoint councillor responsible for regular monitoring of location and use of assets. Carry out annual inspection.	2	1	2		Annually	Clerk/ Councillors
53 Inadequate or inaccurate valuation of the Council's assets	Periodic review of valuations and arrange professional valuations where appropriate. Ensure compliance with Audit Regulations as noted in Practitioner's Guide. Internal audit checks.	2	1	2		Annually/As required	Clerk
54 Asset register not established or inadequately maintained	Create asset register to concur with National Audit Office Guidelines.	2	1	2		Annually	Clerk/ Councillor(s)
55 Lack of knowledge of applicable legislation	Ensure appropriate legislation available. Review liabilities and responsibilities periodically at Town Council meetings	2	1	2		As required	Clerk/ Councillors

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	Strategic Risk Identified	Existing Controls to Mitigate	Impact	Likelihood	Risk Score	Future Actions to Mitigate risk	Date to implement actions or Review date	Responsible Person
56	Lack of public awareness of applicable legislation	Include details of legislation in any public consultations	1	1	1		As required	Clerk/ Councillors
57	Failure to comply with applicable legislation	Check to have all appropriate legislation available. Review liabilities and responsibilities periodically at Town Council meetings	2	1	2		As required	Clerk/ Councillors
58	Failure to properly identify, mitigate or manage operational risk	Carry out the provisions of the Council's Risk Management Policy with respect to Operational Risk to ensure that these are identified, analysed, evaluated and mitigated in relevant operational and project plans.	1	1	1		As required	Clerk/ Councillors
59	Lack of information on properties, buildings and equipment	Ensure all current legislation and advice is held by clerk. Include in asset register all properties for which Town Council is responsible	2	1	2		Annually	Clerk/ Councillors
60	Lack of knowledge of safety requirements	Ensure all current legislation and advice is held by clerk. Report to Town Council meeting as and when legislation produced. Consult relevant expertise.	2	1	2		As required.	Clerk/ Councillors
61	Lack of commitment to carrying out safety checks	As above plus carry out regular checks as agreed.	2	1	2		Annually	Clerk/ Councillors

Risk Matrix Definitions



Likelihood

- In One Year**
- 1 Low Less than 33% chance of occurring
 - 2 Medium Between 33% and 66% chance
 - 3 High Greater than 66% chance

Impact

- 1 Low Less than £1,000
- 2 Medium Between £1,000 and £10,000
- 3 High Greater than £10,000

