



**Organisational Risk Assessment
March 2019**

Objectives:

1.	To identify organisational risks to the Council's operations
2.	To identify action which can be taken to reduce risks

Risk Category	Description	Risk Category	Description
Operational	Those risks associated with the day-to-day running of the council's services and /or functions	Financial	Those affecting the ability of the Authority to meet its financial commitments. These include internal budgetary pressures, the failure to purchase adequate insurance, the consequences of proposed investment decisions or the loss of opportunity, lack of availability of capital investment, interest rate instability and inflation, etc.
Regulatory	Those associated with current or potential changes in national or European law.	Strategic	Those associated with the medium to long-term objectives of the council as a whole.
People	For example, recruitment/retention of qualified staff, over reliance on key officers or inability to implement change. Also, lack of clarity over roles and responsibilities.	Information	Those associated with the security, accuracy, timeliness of any information held or given by the organisation.
Reputation	For example, bad publicity in local press over an extended period, items in the national press, matters raised in Parliament or the EU.		

Note - Score is based on 1-10, 1 being the lowest risk and 10 the highest.

Category	Risk Description	Gross Risk Score	Key Controls	Residual Risk Score	Further action required	Risk Owner	Objective
Operational Financial People Strategic Regulatory	Managing resources Staff Sick Leave	3	Job Descriptions, personnel, health and safety policies in place and reviewed annually. Regular meetings of Personnel subcommittee. Staff training to cover others. Fully staffed – job share allows cover for holiday / sickness Use of technology (cloud / scanning etc) to keep in touch	2	Continued sickness monitoring, regular staff meetings, ensure all staff feel supported and motivated. Maintaining staffing levels. <i>Encourage staff to have flu vaccinations.</i> Support for new staff: Deputy Clerk to achieve CiLCA On-going training	Council PSC Clerk	The effective management of all the council's resources.
Financial Regulatory	Loss of Services Disruption to library services and community hire during building work. Loss of income	4	Scheduling of work. Use of alternative entrance/exit. Use of alternative venues - during building works	3	Good communication to building users	Council P&RC Clerk, staff	Ensure continuity of service (required for library as SLA in place)
Operational Financial People Strategic Regulatory	Business continuity Disruption due to fire or other catastrophic event	3	Use of cloud services – ability to recover data from remote location Insurance policy in place against financial loss	3	Develop business continuity plan for all staff / councillors to be aware of	Council Clerk	Ensure all key persons are aware of action in event of an emergency
Financial	Taking on new services	4	Ensure that all regulatory requirements are understood and met. Ensure insurance is adequate. Ensure financial controls are in place. Staff training	3	Use of NALC and SLCC advice services. Ensure regular monitoring of partnership arrangements for Youth Services, Library and Brookside Central	Council P&RC Clerk	Ensure services remain financially and organisationally viable.
Financial	Physical resources Sambrook Centre	5	Accurate fixed asset registers Financial Regulations up to date and implemented	5	Ensure servicing contracts are in place for new equipment.	Council Deputy Clerk / Clerk	Safeguard main Council asset.

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			Insurance and health and safety requirements are met and regularly reviewed		Deal with maintenance issues promptly. Regular		
Regulatory Reputation	Failure to meet legal duties.	1	Apply all regulatory and statutory requirements: Health and Safety, Code of Conduct, Equality & Diversity, Data Protection, Freedom of Information Employment Law Transparency code General Power of Competence	1	Regular review of policies all published on website Ongoing training Publication scheme is compliant External provider for payroll	Clerk P&RC Council	Maintain compliance
Regulatory	Compliance with General Data Protection Regulations	3	Action plan in place working towards compliance regularly reviewed Use of Data Protection Officer Services	2	Training for staff and Councillors Guidance for staff and councillors	Council	Ensure compliance
Operational Financial Strategic People	Loss or absence of key staff or absence through sickness / leave or unfilled vacancies creates difficulties in maintaining and developing service. Lone working in the Sambrook Centre creates difficulties	3	Staff training to ensure flexible working New staffing structure in place more staff are available. Deputy clerk and minutes secretary in post. Job share for Customer Services Officer Cloud based working available for Clerk. Use of laptop for payroll software. Increased staffing levels and library volunteers make lone working less likely.	3	Continue to monitor workload / staff availability	Clerk, Council PSC Committee	Ensure risk level remains low

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Operational Financial Strategic	Failure to meet year end deadlines	1	Annual work plans are in place and reviewed. External audits have been completed accurately and on time with no concerns.	1	Ensure compliance continues	Clerk/ Deputy Council	Risk to remain low
Operational Strategic Reputation	Partnership working SYA Library Services Brookside Central Big Local	3	Regular meetings Report back to Council regularly Ensure there is clarity about different partners' roles and responsibilities.	3	Maintain relationships of trust with partners to focus on shared goals. Time management skills	Council and Committees Representatives	Effective working partnerships that benefit residents of Stirchley and Brookside.
Operational Strategic Financial	Political change at TWC leads to a change in focus for the Parish Council	2	Work closely with partners and community to ensure the Council is prioritising their needs. Take all opportunities to discuss and consult on the Parish Council's priorities. Seek ways in which the two authorities can support and enhance each other's work	2	Continue to look for opportunities	Council, Committee Clerk	Focus on relationship with residents as the driving force for service prioritisation and delivery.
Operational Strategic Financial Reputation People	Failure to maintain a good operational relationship with Telford & Wrekin council	2	Maintain effective communications Understand and implement the terms of the Parish Charter Understand individuals' roles and constraints.	2	Good relationships at a strategic level has been affected by cuts at TWC, but improved by improved response to parishes' needs.	Council Committees Clerk	Maintain good relationships with officers of other authorities to facilitate
Operational Financial Reputation People	Failure to be involved in local schemes at consultation stage	3	Always respond to consultation Consult others on the council's plans Membership of Wrekin PTC's Group Attendance at Parishes Forum	3		Council Committees Staff	Effective use of the council's resources Able to represent the local community

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Operational People Reputation	Failure to obtain reliable and accurate information and guidance.	2	Membership of national and local bodies Training programme for councillors and staff Meetings with other professionals Subscriptions to professional organisations and magazines	2	Change of central government and their new agenda places an additional burden as many policies are changed at quick pace.	Council Committees Clerk	Good practical and theoretical knowledge of all aspects of legal, organisational and specialist knowledge pertaining to the council.
Operational Reputation Financial	Long term planning	7	Council should develop a long term strategy and budget for maintaining and developing services	7	Parish Plan completed, review regularly	Council	Agree strategic future of the Council.
Reputation	Inappropriate use of social media	5	Media and social media policies in place	5	Awareness raising / training	Councillors Staff members	Ensure Council reputation is not damaged