



WARWICK TOWN COUNCIL

RISK MANAGEMENT 2016

Area	Risk	Level	Control and agreed improvements)
Assets	Protection of physical assets	M	Buildings insured. Value increased annually by RPI. Carry out a cost of re-building exercise in 2016.
	Security of buildings, equipment etc.	H	Alarms on Court House & Parish Office. Contents insured.
	Historical Artefacts	M	Asset register to brought up to date
	Maintenance of buildings etc.	M	Buildings currently maintained on an ad hoc basis. Begin planned programme. Planned programme of electrical and safety equipment in place. PACT testing
	Allotment Land	M	Flood, damage, access restriction
	Mayor's Car	M	Theft or damage – insurance cover. Loss of Driver
	Tourist information centre shop	M	Theft of stock. Fire or water damage.
Finance	Banking	M	Accounts held with at Lloyds bank
	Risk of consequential loss of income (Tourist Information/ballroom hire)		Insurance cover. Important documents backed-up and taken off premises.
	Loss of cash through theft or dishonesty	H	Receipts issued. Tourist Information staff handle amounts of cash. Checked against till roles daily by Supervisor. Stock sheets checked quarterly Fidelity insurance.
	Financial controls and records	M	Monthly reconciliation prepared by Town Clerk and reported to Council. Two signatories on cheques. Internal and external audit.
	Comply with Customs and Excise Regulations	H	Use help line when necessary. VAT payments and claims calculated by Town Clerk and checked by internal auditor to provide double check.
	Sound budgeting to underlie annual precept	M	Finance & policy Committee and Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Finance & Policy twice a year.
	Complying with borrowing restrictions	L	No new borrowing likely at present.
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked regularly. Trees investigated

			when damage reported. Carry out risk assessment for Warwick Events organised by WTC.
	Legal liability as consequence of asset ownership	H	Insurance in place. H&S checklist operated at Court House. Written records kept 6 monthly checks by Town Council.
	Closed churchyards	M	Insurance covers public liability
Employer Liability	Comply with Employment Law	M	Membership of various national and regional bodies including Employees Organisation.
	Comply with Inland Revenue requirements	M	Regular advice from Inland Revenue. Internal and external auditor carry out annual checks.
	Safety of Staff and visitors	M	Alarm/camera fitted to restrict access to building. Regular H&S risk assessment checks of Court House particularly before public events.
Legal Liability	Ensuring activities are within legal powers	H	Town Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	M	Council meets on a six-cycle year and receives and approves Minutes of meetings held in interim. Minutes made available to press and public at the Court House and via the web site.
	Proper document control	M	Leases and legal documents in Town Clerk's room. Key documents, deeds etc. to be copied and stored with Solicitor. Other data storage to comply with Data Protection Act. Changes needed.
Councillor priority	Registers of Interests and gifts and hospitality in place.	H	Register of interest completed. Gifts and hospitality register is present at each Council meeting. To be included as an agenda item in May and October.