

Warwick Town Council Risk Management Assessment 2026/2027

Last Updated: 15.1.2026



The owners of this Register are the Chair of the Finance & Policy Committee, the Leader of the Council and Town Clerk (Respectively Cllr J Sinnott, Cllr D Skinner & Jayne Topham)

Risk Category	Area	Date Identified	Risk Identified	RAW RISK RATING			Mitigation	Mitigated RISK RATING			Action Required / Update
				LIKELIHOOD	Potential Impact	Score		LIKELIHOOD	IMPACT	OVERALL RISK RATING	
Financial Risk	Banking	01/01/2024	Failure of bank Money invested is more than FSCS compensation limit	Low	High	8	Lloyds Bank used. Councils policy follows latest guidance. Move monies into alternative investments	Low	Medium	6	Review banking arrangements / investments in compliance with investment policy
Financial Risk	Reserves	01/01/2024	Ensure sufficient levels of reserves	Medium	High	12	Reserve levels reviewed annually during precept setting	Low	Medium	6	Review reserve policy annually. Budgets reviewed quarterly via Finance and Policy. 4 year forecast prepared and reviewed quarterly
Financial Risk	Invoices	01/01/2024	Warwick District Council changing their operational procedures which has a financial impact on charges to Warwick Town Council with no notification	Medium	High	12	Town Councillors who are also District Councillors should feedback to Town Clerk on any important matters at District that may affect the Town Council	Low	Medium	6	Assistant Town Clerk to review agenda and minutes of District Council meetings to highlight any concerns affecting Warwick Town Council
Operational Risk	Historical Artefacts	01/01/2024	Financial loss if physical assets are not insured sufficiently	Low	High	8	Asset register reviewed annually - revalued every 5 years. Contents insured with an increase line with RPI	Low	Medium	6	Next revaluation December 2026. Insurance re-contract April 2024
Operational Risk	The Court House	01/01/2024	Financial loss if building is not maintained regularly	Low	High	8	Regular maintenance schedule which will feed into budget figures. Reserve account established	Low	Medium	6	Court House maintenance reserve is added to annually
Operational Risk	Public Events	01/01/2024	Financial loss and/or reputational damage if proper procedures are not followed at public events managed by the Town Council	Medium	High	12	Town Clerk aware of political climate to enable preventative measures to be instigated prior to event. Event plans assessed by the Safety Advisory Group. Public Liability Insurance in place	Medium	Medium	9	Ensure insurance levels are sufficient. Ensure contingency plans are in place Martyn's Law will impact events of over 800 people attending - RA may be necessary.

Operational Risk	Responsible for Closed Churchyards Trees and infrastructure	01/01/2024	Financial loss should a member of public be injured	Medium	High	12	Public Liability in place. Tree surveys carried out by the Forestry Team (Warwickshire County Council) every 3 years Establish who is responsbile for walls, paths and gravestones	Low	High	8	Tree reports identify required works which have been carried out immediately after reporting. Ownership of the risk for gravestones and walls needs to be clarified.
Operational Risk	Responsibility for Trees on the allotments sites	01/01/2024	Financial loss should a member of public be injured	Low	High	8	Public Liability in place. Tree surveys carried out by the Forestry Team (Warwickshire County Council) every 3 years	Low	Medium	6	Tree reports identify required works which have been carried out immediately after reporting. Ensure sufficient budget for maintenance and that the levels of public liability are sufficient
Strategic Risk	Reputation risk if Councillors do not follow policy and procedures	01/01/2024	Bad press. Damaged image. Staff moral effected	Low	High	8	Introduce Civility & Respect pledge Ensure the code of conduct is understood and followed	Low	Medium	6	Provide training where necessary

ASSETS									
A2	17-Oct-19	WTC could have a financial loss if property not secured correctly & adequately insured.	4	1	4	Alarms on Court House & TIC Office. Buildings insured with value increasing annually by RPI	6 Mar 23: Insurance to be renewed 1 April 2024	Oct-23	Oct-24
A3	17-Oct-19	Historical Artefacts				Asset register renewed 2018	Closed - Included within A1 above		

A5	17-Oct-19	There is a fire risk if electrical & safety equipment are not tested regularly.	4	1	4	Planned programme of PACT testing in place. Fire extinguishers tested annually. British Gas Safety Certificate obtained annually. Lift independently inspected annually.	16 Mar 23: Fire extinguishers test has been carried out as has the annual lift inspection PACT Testing annual	Oct-24
----	-----------	---	---	---	---	--	---	--------

A6	17-Oct-19	If WTC does not maintain the trees on its Allotment sites there is a risk of injury from falling trees or branches	2	1	2	There is a 3 yearly inspection of trees and any recommendations are acted upon.	<b>16 Mar 23:</b> An inspection was carried out in late 2022 and all recommended work was carried out.	Oct-23	Oct-24
----	-----------	--	---	---	---	---	--	--------	--------

A7	17-Oct-19	The Mayor's car is leased and WTC could be faced with penalties at the end of the lease if it is not maintained properly.	2	1	2	Insurance cover in place. Chauffeur's job description includes maintaining the car and ensuring all required work service / MOT etc is carried out.	New Car with a 4 year lease August 2023	Oct-23	Oct-24
----	-----------	---	---	---	---	---	---	--------	--------

A8	17-Oct-19	Stock for sale is held by Tourist Information Centre. There is risk of loss / theft if stock not controlled properly.	2	1	2	TIC always ensures there is adequate staff on duty. Daily lock up procedure is in place. Annual stock take	17.10.23: Annual stock take has been carried out. The new till in the VIC will allow stock to be better controlled . Fake CCTV cameras installed	Oct-24
----	-----------	---	---	---	---	--	--	--------

[illegible]

F1	17-Oct-19	When letting out the Court House if costs and profit margin are not calculated correctly we could undercharge hirers. If procedures are not adequate we could either not issue invoices or if issued, not chase them. Finally after a	2	2	4	Hire charges are calculated by Business Development team. These are reviewed annually. Outstanding invoices are highlighted by George then Stacy and George meet weekly to review position. A deposit is taken as	17.10.23: No deposits have had to be used to cover damage. No invoices unpaid		Oct-24
----	-----------	---	---	---	---	---	---	--	--------

F2	17-Oct-19	If cash handling procedures are not adequate there is a risk of financial loss through theft or dishonesty.	2	1	2	Current procedure s ensure there are always two people involved when handling cash and are considere d adequate. There is also Fidelity insurance in place as part of the Council main insurance policy.	16 Mar 23: Insurance policy will be renewed on 1st April 2024		Oct-24
----	-----------	---	---	---	---	--	---	--	--------



F3	17-Oct-19	WTC uses SAGE for its financial records. There is risk of financial loss and/or reputational damage because there are no documented procedures and only one member of staff is fully trained to use the system.	3	2	6	Edge operates a very good helpdesk. Documented procedures are being produced. Katherine has been trained but needs to have hands on experience. Once this has been achieved once a year she should produce the month end	17.10.23: The Council is moved to a new accounting system, Edge IT for the civic year 2023-24. as been completed Sage is being completed alongside for the first year.	Oct-23	Oct-24
----	-----------	---	---	---	---	--	--	--------	--------

F4	17-Oct-19	There is a risk of financial loss and/or reputational damage if WTC fail to comply with Customs & Excise Regulations	4	1	4	Documented procedures in place. The HMRC Online system is used.	16 Mar 23: No change in procedures	Oct-23	
F5	17-Oct-19	If financial information is not accurate, incorrect information could be given to Council in setting precept.	4	1	4	Management reporting is available for each F&P committee and Council meeting. These are audited by the external auditors	16 Mar 23: No change in procedures	Oct-23	Oct-24

[illegible]

Lib2	17-Oct-19	Legal liability as a consequence of assets ownership				Insurance in place. H&S checklist operated at Court House. Written records kept. 6 monthly checks by Town Council	Closed - Included within A1 above		
<b>EMPLOYER LIABILITY</b>									
E1	17-Oct-19	WTC could face a financial loss or reputational damage if it fails to comply with Employment Law	4	1	4	WTC comply with the 'Green Book' which covers local government HR issues and uses a HR consultant to advise on legal aspects.	17.10.23: All policies were reviewed by July 2022 They will be reviewed again in July24	Oct-23	Oct-24

E2	17-Oct-19	There is a risk of financial loss and/or reputational damage if WTC fail to comply with HMR&C requirements for income tax, national insurance and pensions	4	1	4	Regular advice from HMR&C. Internal & External auditors carry out annual checks. Agency used for payroll who carry out the majority of the work	17.10 23: No change in procedures	Oct-23	Oct-24
----	-----------	--	---	---	---	---	-----------------------------------	--------	--------



LI1	17-Oct-19	WTC could face financial loss or reputational damage if it acts outside its Legal Powers	4	1	4	Town Clerk clarifies legal position on any new proposal. Additional legal advice is sought where necessary	16 Mar 23: No change in procedures	Oct-23	Oct-24
-----	-----------	--	---	---	---	--	------------------------------------	--------	--------

LI2	17-Oct-19	There is a reputational risk to WTC if Minutes of meetings are not prepared and circulated promptly. Minutes of all meetings are taken by the Town Clerk who prepares them immediately after each meeting and sends them to	2	2	4	As well as Liz Healey and George Palmer now having experience of clerking meetings the Council have engaged an experienced Assistant Town Clerk who will be taking over two committees and will provide	17.10 23: Assistant Town Clerk is in post consideration should be given to close this risk at the next review	Oct-23	Oct-24
-----	-----------	---	---	---	---	---	---	--------	--------



LI3	17-Oct-19	WTC could incur financial costs and/or reputational damage if Document control processes are not adequate.	3	1	3	Historic records sent to County Records office. Documents on site are kept in either the safe or fireproof cabinet. Other data storage complies with Data Protection Act.	16 Mar 23: No change in procedures		
								Oct-23	Oct-24
COUNCILLOR PROPRIORITY									

C2	20-Jan-21	There is a risk reputation al damage if there is not a Code of Conduct in place for Councillor s and/or it is not enforced.	2	1	2	The Code of Conduct is given to each Councillor and there are protocols for other behaviour such as use of social media	17.10.23 Code of Conduct approved 24 Feb 22. This was included in the training for new councillor s held in Septembe r 23 - not all attended	Oct-23	Oct-24
C4	10-May-23	Civic Guide & Chairing meetings	2	1	2	Training in how to chair meetings has been arranged early in the administra tion.	It is imperative that all chairs and vice chairs of committe es attend the training. Training held July 23	Oct-23	Oct-24

C5	10-May-23	There is a risk reputational damage if the mayor does not follow the Civic Guide and the correct protocol while representing the town. The current Mayor has not had the opportunity to act as a Deputy Mayor and there are no	2	1	2	Mayoral Training has been arranged for the Mayor and Deputy Mayor early in the administration. The Mayor will still be able to consult with previous mayor on a personal level.	It is imperative that all the Mayor and Deputy Mayor attend the training scheduled spring 2024	Oct-23	Oct-24
----	-----------	--	---	---	---	---	--	--------	--------

		Impact			
Likelihood		1	2	3	4
	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4

Likelihood	High	4	Monthly
	Medium	3	Once each 6 months
	Low	2	Once a year
	Negligible	1	Over a year