

Bridgend Town Council: Risk Management

The new Audit regime requires Councils to carry out an assessment of risk. The idea is to identify the level of risk exposure and any additional checks that are needed to give the Council a reasonable measure of protection.

The Town Clerk having sought advice from many sources has compiled the table below in order to comply with current requirement.

Area	Risk	Level	Controls
Assets	Protection of physical assets	M	All assets insured with through WPS Insurance Brokers.
	Security of buildings, equip, etc.	H	Office, Council Chamber & Arts Hub Alarmed.
	Maintenance of buildings etc.	M	War Memorial, Randall Memorial Site, Ruhamah Burial Ground, Munitions Factory Memorial, Evergreen Hall & Genotaph & War memorial regularly inspected. Dog bins & bus shelters Inspected periodically for defects.
	Loss of premises	M	Citrix FOBS and VPN Laptops allow staff to work remotely.
	Loss of IT infrastructure	M	SLA in place with Unitary Authority.
Finance	Banking	M	Monies handled by Lloyds Bank current account & Business interest account. Plus any monies to be deposited in the near future.
	Loss of cash through theft Or Dishonesty	H	Receipt needed for all transactions. Necessary Indemnity cover held through WPS Insurance Brokers.
Brokers.	Financial controls & records	M	Monthly reconciliation prepared by Deputy Clerk/RFO Clerk. Accounts for payment Balance of accounts and payments made presented to Council on a monthly basis (except August). Internal & external audit In place.
	Comply with Customs & Excise Regulations	H	VAT payments & claims calculated by Deputy Clerk/RFO clerk . Internal & external auditor provides double check.
	Complying with borrowing restrictions	L	No new borrowing likely at present.

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Area	Risk	Level	Controls
Liability	Risk to third party, property of individuals	M	Insurance in place. Risk assessments for Christmas Street lighting, bus shelters & dog fouling bins have been undertaken. Hanging baskets, flower towers and activities at Carnegie House also.
	Legal liability as consequence Of asset Ownership	H	Insurance in place.
Employer Liability	Comply with Employment Law	M	Clerk is a Member of SLCC; regular updates received.
	Comply with Inland Revenue requirements	M	Income tax & NI payment sent to Inland Revenue monthly. Internal & external auditor carry out annual checks.
Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.
	Proper & timely reporting via the Minutes	M	Council meets on the third Monday of each month (except August) and approves Minutes of meetings held in interim. Minutes made available to press & public at Town Council offices and Council Web-site.
	Proper document control	M	Leases & documents held in Fire proof safe.
	Freedom of Information Act	M	All necessary action taken.
	Staff security & Wellbeing.	M	Council Policies aim to promote Staff wellbeing. First aid equipment available. Council Offices included in relevant Carnegie House Fire Plan. Locked door provides additional security with intercom link to office. Health & Safety Law adhered to.
Councillors Propriety	Register of interests& gifts & hospitality in place	H	Register of interest has been completed and updated when necessary