	Edenbridge Town Council F	Risk Assessment - Level 1 - Governance			Risk Assess	sment (Original 2015) current review July	Monito	ring		Residual		,	Ed	enbridge Town Council Risk Assessment	Governance - Sheet 2	Targe	t		
isk No	Hazard	Risk		everity ikelih	ord	Existing Controls	Date	Owner	Signature	cever	ed ikelihood	Linked Ref No.	Risk No	Hazzard/Risk	Future Actions Identified & what has been done to improve	Date	Owner	Completed	Signature
01 Ineffe	ective financial governance	Loss of reputation	5	<i>y</i> • <i>y</i>	20 Finance risk	k assessment	May	Council		5	1 5		G001	Ineffective financial governance	None identifed	23/01/2015	Council	23/01/2015	Clerk
		Legal challenge					'									.,.,			
		Loss of assets			Internal Au	dit plan and review	Ongoing	Council							None identifed but ongoing policy & procedure s improvemen	Feb-21			Clerk
					External Au	idit policy	with Fiannce &		Committee						& procedures review through Finance Committee (FC)				
		+			Contingence Fidelity gua										incoropriate Governance 2020				
					Insurance re	review									Periodic reviews/Issues & actions reported to Council	27/07/2022			Clerk
		_			Finance reg	gulations gislation updates					_				Existing controls are good / bi-monthly Finance Pak to FC Monthly bank recs				
					Budget pro										IA 6-monthly				
					Staff trainin	ng									EA - annually AGAR				
						of day to day activities ounts independent													
					Investment	policy													
					Asset review	w													
002 Poor g	governance of community assets	Loss of reputation	5	4	20 Buildings ris	sk assessment	May	Council		3	2 6		G002	Poor governance of community assets	None identifed	23/01/2015	Council	23/01/2015	Clerk
		Legal challenge																	
		Loss of assets			Contractors	s documentation	with Finance &	Governance	Committee						None identifed but ongoing policy & procedure s improvemen	Feb-21			Clerk
					Environmer		Ongoing												
				++	Insurance Asset regist	ter						-			No-longer water tanks Environmental Policy / Statements March 2021	27/07/2022			Clerk
						ity insurance						<u> </u>			Improved Security systems / alarms				
				\Box	Safety certi	ification									Contracts proformas				
_				++	Building sec Asbestos in					++	_				Action: Investigating CCTV			+ +	
					Planned Ma	aintenace Programme													
				++	Fire Risk As	sessment review					_	-							
G003 Failure t	re to provide Duty of Care	Loss of reputation Insurance claim	5	4	20 Personnel r	risk assessment	May	Council		3	2 6		G003	Failure to provide Duty of Care	None identified	23/01/2015	Council	23/01/2015	Clerk
		Legal challenge			Activities ris	sk assessment	with Finance Co	mmittee							None identifed but ongoing policy & procedure s improvemen	Feb-21			Clerk
						, , , , , , , , , , , , , , , , , , ,	& Personnel Co	mmittee											
						ernal H & S review ability insurance									Lone working Alarms Health assured App (DOC)	27/07/2022			Clerk
						lity insurance									H&S policy and inspection/visits with Worknest				
					Employmer	nt policies									COSH - domestic products /ink/				
					Staff Handb Training pro										COSH - ground locked shed & locked bunded chem safe incs fuel, chemicals, paints (doesn't have anything toxic) j				
					COSH regist	ter									RA update (& disposal of out of date with supplier/or waste carrie	r)			
		_			Motor insur Volunteer in														
						ovision annual assessment													
					Medical hea														
					Staff apprai Provison of														
					Members' a	allowances													
		+			External HR	R advice alth - staff & Councillors					_								
6004 Failure	re to maintain Open Spaces	Loss of reputation Insurance claim Legal challenge	5	4	20 Open space	es risk assessment	May	Council		4	1 5		G004	Failure to maintain Open Spaces	None identified	23/01/2015	Council	23/01/2015	Clerk
							Open Spaces Co								None identifed but ongoing policy & procedure s improvemen	Feb-21			Clerk
		+			Health and Environmer	safety policy	min meetings 5	x yearly							Grounds 2019 increase to 4xFTE	27/07/2022			Clerk
						ernal H & S review									Grounds 2015 increase to 4xi 12	27/07/2022			CICIK
					Street lighti	ing review es monitoring - Committee (min meetings	Francostu)												
						ks of facilities - part of groundstaff activities													
					Allotment p	policy													
				+	Waste Man Headstone	nagement policy check				+ +	+	+			+				
					6-monthly v	visual tree survey													
				$+ \top$	2-yearly ext	ternal full tree survey & report				$+$ \top	_	+							
						l inspections - weekly visual checks l annual external inspections					_			<u> </u>	<u> </u>				
															11 11 115 1	22/5:/		22/2:/	
G005 Inabilty to	Ity to provide Council Services	Loss of reputation Legal challenge	5	4	20 Governance	e Risk Assessment	May	Council		4	1 4		G005	Inabilty to provide Council Services	None identified	23/01/2015	Council	23/01/2015	Clerk
						lity insurance									None identifed but ongoing policy & procedure s improvemen	Feb-21			Clerk
				++	Emergency Annual Tow	Planning annual review				+					Ability to homework	27/07/2022			Clerk
						ck on leases									Computer systems upgrade & Cloud & IT company	21/01/2022			Clerk
					Annual che	ck on land ownership									New Broadband - dedicated line				
				++		covery Plan anning Committee						+	-		Recruitment - office staff All allows continuation of services				
					Computer s	support									Action: to review appropriate staffing levels				
				++	Appropriate	e staffing levels				+	_								
6006 Failure	re to maintain Professional	Loss of reputation	5	5	25 Councillor t	training	May			2	2 4		G006	Failure to maintain Professional Conduct	None identified	23/01/2015	Council	23/01/2015	Clerk
Conduct	luct and inability to achieve lative Compliance	Legal challenge												and inability to achieve Legislative Compliance					
				++	Code of cor Register and	nduct d declarations of interest					_	+			None identifed but ongoing policy & procedure s improvemen	Feb-21			Clerk
					Standing Or	rders									Action: consider council meetings video facilities	27/07/2022			Clerk
					Data protec	ction policy ation and publicity policy					+				Action: new councillor trainer (May elections)				
		1			rs.communica	AND THE PROPERTY OF THE PROPER													

	Edenbridge Town Council Risk Assessment - Level 1 - Governance			Risk Assessment (Original 2015) current review July				Residual				enbridge Town Council Risk Assessment	Governance - Sheet 2 Target				
Risk No	Hazard	Risk	Severity Likelihood	Existing Controls	Date	Owner	Signature	şeveri	tikelihood	Linked Ref No.	Risk No	Hazzard/Risk	Future Actions Identified & what has been done to improve	Date	Owner	Completed	Signature
				Annual Report													
				Recording of gifts													
				Videoing of council meetings													
				Review of byelaws													
				Review of vision and fundamental principles													
				Processing corresponence							ļ						
				Timely responses to consultations													
				Trained Clerk													
				Recording of minutes													
											27.07.22	Summary of actions	Investigating CCTV				
													to review appropriate staffing levels				
													consider council meetings video facilities				
													new councillor trainer (May elections)				
									_				3-day First Aid at Work training planned for 6 staff				
												G002 - scored 6	Community Assets - CCTV being considered		L		
												G003 - scored 6	Duty of Care - no action - good procedures, use HR compnay, F		e, training		
									_		-		1st Aider training (9 have 1 day cert. Planned 6 x 3day at work	training)			