

Edenbridge Town Council Risk Assessment - Level 1 - Governance												
Risk Assessment current review October 23						Monitoring		Residual			Comment	
Risk No	Hazard	Risk	Severity	Likelihood	Total	Existing Controls	Date	Owner	Severity	Likelihood		Total
G001	Ineffective financial governance	Loss of reputation Legal challenge Loss of assets	5	4	20	Finance risk assessment	Annually & as needed	Council	5	1	5	
						Internal Audit plan and review	Ongoing	Council				
						External Audit policy	with Fiannce & Governance Committee					
						Contingency fund						
						Fidelity guarrantee						
						Insurance review						
						Finance regulations						
						Finanace legislation updates						
						Budget procedures						
						Staff training						
						Monitoring of day to day activities						
						Charity Accounts independent						updated @ CC 22-23
						Investment policy						Outstanding but have Cap&inv policy
Asset review						Could be reviewd by F&G in detail						
G002	Poor governance of community assets	Loss of reputation Legal challenge Loss of assets	5	4	20	Buildings risk assessment	Ongoing	Council	3	2	6	BM carries out/recorde on Safetynest
						Contractors documentation	with Finance & Governance Committee					Currently in process updating register & documents
						Environmental policy	Ongoing				reviewed July 2023	
						Insurance					Reviewed annually May & June	
						Asset register						
						Public liability insurance						
						Building security						
						Asbestos inspections					Register needs updating, though only have 2 sites	
						Planned Maintenace Programme						
						Fire Risk Assessment review					Redone Feb 2023	
G003	Failure to provide Duty of Care	Loss of reputation Insurance claim Legal challenge	5	4	20	Personnel risk assessment		Council	3	2	6	
						Activities risk assessment	with Council					
						Health and safety policy	& Personnel Committee					
						Annual external H & S review						
						Personal liability insurance						
						Public liability insurance						
						Employment policies						
						Staff Handbook						
						Training programme						
						COSH register						
						Motor insurance						
						Volunteer insurance						
						First Aid provision annual assessment						
						Medical health review						
Staff appraisals												
Provison of PPE												
Members' allowances												
External HR advice												
Mental Health - staff & Councillors												
G004	Failure to maintain Open Spaces	Loss of reputation Insurance claim Legal challenge	5	4	20	Open spaces risk assessment		Council	4	1	5	
						Public liability insurance	Open Spaces Committee					
						Health and safety policy	min meetings 5x yearly					
						Environmental Policy						

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						Annual external H & S review						
						Street lighting review						
						Open Spaces monitoring - Committee (min meetings 5xyearly)						
						Visual checks of facilities - part of groundstaff activities						
						Allotment policy						
						Waste Management policy						
						Headstone check						
						6-monthly visual tree survey						
						2-yearly external full tree survey & report						Next one 2024
						Playground & Gym inspections - weekly visual checks						
						Playground & Gym annual external inspections						
G005	Inability to provide Council Services	Loss of reputation Legal challenge	5	4	20	Governance Risk Assessment	Annually	Council	4	1	4	
						Public liability insurance						
						Emergency Planning annual review						Now using M365
						Annual Town Meeting						
						Annual check on leases						
						Annual check on land ownership						
						Disaster Recovery Plan						
						Forward Planning Steering Group						
						Computer support						
						Appropriate staffing levels						
G006	Failure to maintain Professional Conduct and inability to achieve Legislative Compliance	Loss of reputation Legal challenge	5	5	25	Councillor training	As required		2	2	4	
						Code of conduct						
						Register and declarations of interest						
						Standing Orders						
						Data protection policy						
						Communication and publicity policy						
						Governance Risk Assessment review						
						Annual Report						
						Recording of gifts						
						Videoining of council meetings						
						Review of byelaws						
						Review of vision and fundamental principles						
						Processing corresponence						
						Timely responses to consultations						
						Trained Clerk						
						Recording of minutes						New App minute system - 1 true copy