

| Edenbridge Town Council Risk Assessment - Level 1 - Governance | | | | | | | | | | | | |
|--|--|--|----------|------------|---|---------------------------------------|-------------------------------------|----------|----------|--|---|--|
| Risk Assessment current review February 2025 | | | | | | 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 / Earmarked reserves | | | | | Improvements with budgetig. RESERVES reporting improved | |
| | | | | | | Fidelity guarrantee | | | | | | |
| | | | | | | Insurance review | | | | | | |
| | | | | | | Finance regulations | | | | | New model FR and adapted to ETC Oct 2024 | |
| | | | | | | Finanace legislation updates | | | | | | |
| | | | | | | Budget procedures | | | | | Internal Auditor reviewed and satisfied Oct 2024 | |
| | | | | | | Staff training | | | | | | |
| | | | | | | Monitoring of day to day activities | | | | | | |
| | | | | | | Charity Accounts independent | | | | | updated @ CC 22-23. Annual returns to CC annually | |
| Investment policy | | | | | Outstanding but have Cap&inv policy - review summer 2025 | | | | | | | |
| Asset review | | | | | Buildings reviewed 2022. Asset register could be reviewed by F&G in detail. Online Assets to be updates first (March 2025?) | | | | | | | |
| 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. In the process of improvir |
| | | | | | | Contractors documentation | with Finance & Governance Committee | | | | Currently in process updating register & documents | |
| | | | | | | Environmental policy | Ongoing | | | reviewed council May 2024 | | |
| | | | | | | Insurance | | | | Reviewed annually May & June | | |
| | | | | | | Asset register | | | | Have - process of transferring to EDGE online | | |
| | | | | | | Public liability insurance | | | | | | |
| | | | | | | Building security | | | | Good - main building alarmed and security Besure | | |
| | | | | | | Asbestos inspections | | | | Register has 3 sites | | |
| G003 | Failure to provide Duty of Care | Loss of reputation Insurance claim Legal challenge | 5 | 4 | 20 | Personnel risk assessment | | Council | 3 | 2 | 6 | No changes all ood. Improvements being made with H&S monioting on SafetyNest. Also Worknest annual H&S audit |
| | | | | | | 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 | | | | E-Learning portal; appraisals. | | |
| | | | | | | 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 | | | | | | | | | | | | |

| Edenbridge Town Council Risk Assessment - Level 1 - Governance | | | Risk Assessment current review February 2025 | | | Monitoring | | Residual | | | Comment | |
|--|--|--|--|------------|-------|--|------------------------|----------|----------|------------|---------|--|
| Risk No | Hazard | Risk | Severity | Likelihood | Total | Existing Controls | Date | Owner | Severity | Likelihood | | Total |
| G004 | Failure to maintain Open Spaces | Loss of reputation Insurance claim Legal challenge | 5 | 4 | 20 | Open spaces risk assessment | | Council | 4 | 1 | 4 | Groundsteam monitoring; OS Committee; H&S monitoring porta |
| | | | | | | Public liability insurance | Open Spaces Committee | | | | | |
| | | | | | | Health and safety policy | min meetings 5x yearly | | | | | |
| | | | | | | Environmental Policy | | | | | | |
| | | | | | | 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 done. Next May 2026 |
| | | | | | | 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 and Sharepoint; callswitch |
| | | | | | | Annual Town Meeting | | | | | | |
| | | | | | | Annual check on leases | | | | | | |
| | | | | | | Annual check on land ownership | | | | | | |
| | | | | | | Forward Planning Steering Group | | | | | | |
| | | | | | | Computer support | | | | | | PS Tech IT contractor |
| | | | | | | 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 correspondence | | | | | | |
| | | | | | | Timely responses to consultations | | | | | | |
| | | | | | | Trained Clerk & deputy & RFO | | | | | | |
| | | | | | | Recording of minutes | | | | | | New App minute system - 1 true copy |