

Dursley Town Council
Financial Risk Assessment
REVIEW FEB 2015

RISK	DESCRIPTION	CONSEQUENCES	LOCATION	MAX VALUE AT RISK	INSURED?	RISK MANAGEMENT (steps taken to avoid, reduce or control a risk of its consequence)	NOTES/ RECOMMENDATIONS	LIKELIHOOD	IMPACT	RISK SCORE
Damage or injury to third party property or individuals arising from council activities	For example, users of the Recreation Ground or Cemetery, visitors to the office.	Liability for repair or replacement of property; compensation for injury or illness; legal fees in defending a claim.	Dursley	unlimited	Yes - £10,000,000	Prudent management and training of staff and councillors. INSPECTION AND MAINTENANCE PROGRAMME FOR ALL COUNCIL PREMISES AND PROPERTY IN PLACE		3	3	6
Damage or injury to staff arising from council activities	For example, work place accidents	Liability for repair or replacement of property; compensation for injury or illness; legal fees in defending a claim.	Dursley	unlimited	Yes - £10,000,000	Prudent management and training of staff and councillors. INSPECTION AND MAINTENANCE PROGRAMME FOR ALL COUNCIL PREMISES AND PROPERTY IN PLACE		2	3	5
Legal expenses	Cost of defending a claim	legal costs	unlimited	unlimited	Yes - £100,000			2	3	5
Loss of or damage to physical assets owned by the Council	Buildings and machinery, street furniture	Replacement or repair costs	See asset register	See asset register	Yes - see insurance schedule	Regular inspection and maintenance. Keep asset register up to date.		3	2	5
Loss of burial records	Registers of burials, ERBs and grave spaces	Loss of historic documents	Jacob's House	irreplaceable	Yes included in "all other contents". SI £10,600	Registers digitised 2012	STORE IN A FIRE PROOF SAFE	1	3	4
Theft or loss of cheque books	Possibility of unauthorised withdrawal of funds through forged signatures	Increased expenditure	Jacob's House and council meetings	Up to balance on account	Yes £250,000	Cheques are signed by 2 councillors		1	3	4
Legal liability arising from the ownership of property	For example, users of the Pavilion or Cemetery buildings.	Liability for repair or replacement of property; compensation for injury or illness; legal fees in defending a claim.	Dursley	unlimited	Yes - £10,000,000	Prudent management and training of staff and councillors. INSPECTION AND MAINTENANCE PROGRAMME FOR ALL COUNCIL PREMISES AND PROPERTY IN PLACE		1	3	4

Dursley Town Council
Financial Risk Assessment
REVIEW FEB 2015

Damage or injury caused by contractors working for the Council	For example, alarm monitoring, grass cutting, tree work	Council may be liable if the contractors does not have adequate insurance or if work is not properly supervised and managed.	Dursley	unlimited	Yes - £10,000,000	ANNUAL CHECK OF CONTRACTORS' LIABILITY INSURANCE ALL CONTRACTORS REQUIRED TO SUPPLY RISK ASSESSMENTS AND METHOD STATEMENTS WHERE APPROPRIATE		1	3	4
Fraudulent use of standing accounts	Fraud by staff or account companies	Increased expenditure	Gloucestershire	unlimited	Employee dishonesty £100,000 Account companies - not insured	Staff sign for goods and dockets are sent to the clerk for checking against invoices.	RECOMMEND A LIMIT FOR EACH STANDING ACCOUNT ABOVE WHICH TELEPHONE AUTHORISATION FROM THE CLERK IS REQUIRED.	1	3	4
Libel and slander	Claims for defamation against staff or councillors	Legal costs and damages	unlimited	unlimited	Yes - £10,000,000			1	3	4
Members and officers liability	Legal actions against members or officers	Legal costs and damages	unlimited	unlimited	Yes £250,000			1	3	4
Loss of use of Pavilion	Fire or other damage to building, denial of access	Loss of hire fees, hire of temporary building	Recreation ground/Pavilion	£12,000	No	Fire and security alarms		2	2	4
Overpayment	Paying too much for goods or services, by not checking alternative prices or suppliers	Council does not achieve value for money, exceeds budgets and impairs cash flow.	Dursley	unlimited	No	Financial regulations stipulate the number of quotations required, depending on the value and when tenders are required.		3	1	4
Bank or other investment company failure	Bankruptcy or other collapse of a bank holding council funds	Loss of reserve funds	unlimited	to be determined	No	Spread risk by using more than one bank. Investment policy adopted 2012		1	2	3
Loss of use of office	Fire or other damage to building, denial of access	Increase in cost of working - hire of alternative premises, travel costs	Jacob's House	£20,000	Yes ICOW £50,000 but there are some lower limits for specific risks.	Fire and security alarms	1) DEVELOP BUSINESS CONTINUITY PLAN	1	2	3
Insufficient cash in general reserve	Insufficient cash available either through unexpected expenses or too much money tied up in investments	Inability to meet financial commitments	Jacob's House	Unknown	No	Investment policy adopted 2012		1	2	3
Uninsured losses	Insurance cover or sums insurance are inadequate	Claims are either not paid or settlements reduced due to the application of average.	unlimited	unlimited	No	Insurance should be kept up to date and reviewed annually		1	2	3
Accidents to members and officers	Injury or death	Payment of compensation	unlimited	up to £40,000 for staff, £20,000 for councillors				1	2	3

Dursley Town Council
Financial Risk Assessment
REVIEW FEB 2015

Theft of cash	Petty cash	Increased expenditure	Jacob's House	£100	Total cash £1000 during office hours, £250 overnight	Included in internal financial control checks		2	1	3
Theft of cash	Cash payments for allotments, hire of recreation ground, cemetery fees	Reduced income	Jacob's House	£100	Total cash £1000 during office hours, £250 overnight	Cash banked promptly	encourage payment by BACS	2	1	3
Loss of financial records	Cash book VAT records stored on office network.	Additional cost of restoring data. Inability to reclaim VAT	Jacob's House	£2,500	Yes - reinstatement of data £10,000	Automatic back ups to an external database are taken daily. IT security policy adopted 2012		2	1	3
Loss of financial records	Paper invoices.	Inability to collect outstanding debts	Jacob's House	£2,500	No	Fire and security alarms. Invoices saved electronically.		2	1	3
Theft of cash	Tennis court hire fees	Reduced income	Dursley Swimming Pool	Not known	No	No longer applies - courts are free to use		1	1	2
Loss of use of cemetery	Denial of access e.g. foot and mouth disease, flooding etc.	Loss of interment fees	Cemetery	£12,000	No	None		1	1	2
Loss of or damage to physical assets for which the council is responsible under a hire or lease agreement	Buildings and machinery, street furniture	Replacement or repair costs	Dursley	None	No	Arrange cover if required		1	1	2