

Edenbridge Town Council Risk Assessment - Level 1 - Governance												
Risk Assessment current review October 23						Monitoring		Residual				
Risk No	Hazard	Risk	Severity	Likelihood	Total	Existing Controls	Date	Owner	Severity	Likelihood	Total	Comment
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	Inabilty 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							
						Videoing 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	