

Newbury Town Council – Strategic Risk Register 2024/2025 – Approved by Policy & Resources – 14th October 2024.

	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
R.01a	Grounds Maintenance contractor not performing	9	3	27	Terms of contract Supervision by the council Regular meetings with the contractor	Subcontract should the current contractor fail. New interim contract	7	2	14
R.01b	Contractors not supplying agreed services	4	5	20	All tasks are controlled by defined contracts and/or service level agreements. All contracts/agreements are monitored with corrective action taken and reported as required. Written procurement procedures are used, and credit checks made on all potential suppliers. The Council has employed a Facilities Officer who is doing much of the work previously carried out by small contractors.	Review, and extend, if possible, the list of preferred suppliers. To be used to find alternatives quickly.	2	2	4
R.16	Community Café in Victoria Park	7	9	63	Design in place. Consultants to project manage. Services Delivery Manager providing coordination & cost control. VP Subcommittee to provide governance.	Meetings with W. Berks Planning & Building Control. Regular site visits. Project updates to Community Services Committee. Financial contingencies built into plan. Project plan contingencies if failure of suppliers.	3	6	18
R.16a	Electricity Supply to Victoria Park insufficient	9	9	81	None	M&E Consultants stress testing existing distribution infrastructure and developing an action plan	9	7	63
R.06	Sudden loss of staff	8	6	48	Use of agencies, locums etc Train up other members of staff to do part of role and identify possible alternatives.	Train up other members of staff to do part of role and identify possible alternatives. Purchase outside expertise/ agency workers	5	4	20

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					Purchase outside expertise/ agency workers Review Council's staff structure to explore succession/ progression opportunities.	Restructure of Council Better use of HR Support. Robust supervision processes. Expand staff base, manage workloads and increase staffing resilience.			
R.04	Reduction in income and/or increased unexpected overheads.	8	9	72	Reserves policy in place. Insurance to cover major identifiable risks. Reserves position frequently monitored. Budget management & virements Monthly budget meetings Financial Regulations Four-year budget planning in place. Longer-term financial planning Use of short-term investments	Audit Reserves Policy Review Insurance cover 4-year budget planning Use of Public Works Loan Board and other sources to obtain funds. Reappointing EMR's Increase precept. Increase income from services.	5	3	15
R.03	Malicious misrepresentation and Media Misreporting	6	7	42	Press Releases issued whenever possible to announce projects/events. Councillors made available to issue statements, meet journalists. Better reports presented to decision-making meetings and available to the public and the media "Handling the press" training provided to relevant Councillors and staff.	Record instances of media misreporting in a log. Review and assess significance of this risk. Enact Social Media Policy Enact Vexatious Policy	4	5	20
R.11	Loss of I.T. facilities	9	3	27	Disaster recovery service in place. Daily data back-up in place. Hardware replacement service in place. All documents and emails in 'the Cloud' Accounts software hosted with a provider	Regular testing of disaster recovery service and data backup 1 spare laptop available	3	1	3
R.09	One off activities - experiencing problematic delivery or unexpected consequences	6	5	30	One-off activities given individual risk assessment, risk management plans, discussed with WBC Safety Advisory Group.	Ensure post-event reviews are always undertaken and, where appropriate, measures introduced to prevent recurrence. Insurance to mitigate impacts	4	3	12

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					Expert/professional advice sought when appropriate.	Martin's Law			
R.10	Confidential or sensitive information being disclosed	7	5	35	Security measures in place Data Protection Training for all staff and councillors Ensure procedures aligned with GDPR	Audit Data Protection processes arising from changes in procedures. Review IT Policy	5	4	20
R.07	Financial fraud by staff member.	6	1	6	Preventative measures in place, including payments authorisation, quarterly internal audits, spot checks. Audit reports reviewed. Insurance cover for identifiable risks. Performance management procedures in place, including monthly reviews and annual appraisals. List of payments and Income and Expenditure presented quarterly to P & R. Procurement Policy now in place	Additional management performance training. Comms Strategy for emergencies. Risks covered by insurance	4	1	4
R.13	Loss of Town Hall contents including civic regalia	5	2	10	Most valuable regalia kept in alarmed Town Hall safe. Attendant with Mayor at all times when full chain is worn. All regalia and contents insured. All important paperwork scanned and in cloud. CCTV installed in Town Hall	Salvage list	4	1	4
R.12a	Physical Loss of Town Hall due to fire, flood or similar major event	7	4	28	Flood Risk – new and standby pump PACT Testing Insurance in place to cover costs. Staff can work remotely.	Business continuity plan. Staff have technology to enable flexible and remote working. Some meetings can be virtual Other venues can be used Salvage list	5	4	20
R.16	Non-compliance with legislation/regulations	4	4	16	Standing Orders Financial Regulations Access to SLCC and BALC	Member and officer training Cycle of Audit	4	2	8

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					Qualified Staff and RFO Policies & Risk Assessments				

*The impact relates solely to the impact on Newbury Town Council as a corporate body.

** Inherent Risk is the product of Impact multiplied by Probability. Both Impact and Probability are assessed on a scale of 1 to 10, where 1 is a low score and 10 the highest. Therefore, the higher the Inherent Risk Score, the more significant it is thought to be. Inherent Risk Score provides a means of prioritising management time and effort by highlighting areas of concern on a numerical scale. Subsequent experience and changes in circumstances over time can result in the need to re-value the scores for Impact and Probability.

***Residual Risk is the perceived risk remaining after planned actions have been taken. While good controls and mitigating plans are essential in managing strategic risks, some risks cannot be completely eliminated or may take some time to control following an incident.

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