

*The impact relates solely to the impact on Kidderminster 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 current and 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.

Risk No.	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	Current Controls	Other Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
1.	IT Systems failing (increased probability during changeover to Cloudy IT)	10	4	40	<ul style="list-style-type: none"> WFDC SLA 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 Cyber insurance in place 	Through SLA: <ul style="list-style-type: none"> Regular testing of disaster recovery service and data backup Warranty in place for onsite server with NBD Response Email Backup in place for testing Spare laptops to provide to affected users Coudy IT security arrangements 	7	4	28
2.	Town Hall not delivering	8	3	24	Planning for return, to cover all classes of use.	<ul style="list-style-type: none"> Recruited business development officer. Commissioning necessary infrastructure and staff to make it work Insured against loss of business 	3	2	6
3.	Grounds Maintenance contractor not performing	8	4	32	Terms of contract	<ul style="list-style-type: none"> Regular review meetings/ Reporting against KPI's 	2	2	4
4.	Sudden loss of key staff	8	4	32	Employment benefits Staff restructured to better enable progression.	<ul style="list-style-type: none"> Staff retention programme Buy in outside expertise Review employment Policies 	6	2	12

Risk No.	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	• Current Controls	• Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
5.	Significant change in funding, sudden large unexpected expenditure, inflation, abnormal materials inflation	10	5	50	<ul style="list-style-type: none"> • Budget monitoring and reporting. • Insurance to cover major identifiable risks. • Reserves position frequently monitored. • Four-year budget planning in place. • Reserves policy in place. • Procurement arrangements in place. 	<ul style="list-style-type: none"> • Use of Public Works Loan Board and other sources to obtain funds. • Use reserves. • Increase precept. • Increase income from services. • Longer-term financial planning 	3	2	6
6.	Disaster impacting on the town	7	2	14	<ul style="list-style-type: none"> • Emergency contact list and list of resources maintained by the Services Team. • Key individuals will make themselves available. Active monitoring of information sources. • Accept instructions from Category 1 responders, i.e. emergency services, WFDC. WCC. WMP. 	<ul style="list-style-type: none"> • Take part in consultations and exercises run by Category 1 responders. • Initiate and/or take part in post incident reviews. • Undertake any relevant training. 	5	3	15
7.	Fraud, misconduct, gross underperformance	7	2	14	<ul style="list-style-type: none"> • Financial Regulations 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 F & O. • Code of conduct for members and officers. 	<ul style="list-style-type: none"> • Consider obtaining news management service if an incident occurs. • Additional management performance training. • Additional risks to be covered by insurance • Extra staff resources for improved compliance 	3	1	3

Risk No.	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	• Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
8.	Confidential or sensitive information being disclosed.	5	2	10	<ul style="list-style-type: none"> • Councillor and staff induction and • training in place. • Security measures in place, e.g. use of • safe(s), shredder. • (Very little sensitive confidential information is • held). 	Training for Data Protection Regs and use of email Document retention policy in place	5	1	5
9.	Loss of access to offices	4	3	12	<ul style="list-style-type: none"> • Kit available to facilitate working from home. • Zoom/ Virtual meetings 	Ensure all staff have capability for remote working, where applicable.	1	3	3
10.	Loss of Town Hall contents including civic regalia	6	3	18	<ul style="list-style-type: none"> • All contents including regalia insured. • Most valuable regalia kept in safe place/ storage. • Attendant with Mayor at all times when full chain is worn. • All important paperwork scanned to IT System. 	Return to Town Hall safe when feasible	2	2	4
11.	Injury or accident at an event organised by the Council	9	3	27	<ul style="list-style-type: none"> • Risk assessments carried out for each event. • Training/ guidance provided to all workers/ volunteers at each event. • Insurances in place. • PPE and hi-vis jackets provided, where required. • Lost/ found, first aid cover provided 	Each event reviewed afterwards New H & S and risk management portal now in place.	9	1	9

Risk No.	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
12.	Illegal or unauthorised action by the Council	9	2	18	<ul style="list-style-type: none"> • Standing orders • Financial Regulations • Code of conduct for Members and officers • Trained officers • Legal SLA with WFDC • Advice from networks-WALC, SLCC 	<ul style="list-style-type: none"> • Training and development where required for members and officers. • Annual reviews of Standing Orders, Financial regulations and Strategic Risk register 	9	1	9
13.	Injury or accident arising on KTC properties or delivery of KTC services	9	4	36	<ul style="list-style-type: none"> • Insurances in place • Services Dept has comprehensive risk management plans • Relevant staff training • Recruitment of staff with relevant skills and experience 	<ul style="list-style-type: none"> • Town Hall will have risk management plan • Health and Safety champion appointed • New H & S and risk management portal now in place. 	7	2	14
14.	Supplier fraud.	8	4	32	<ul style="list-style-type: none"> • always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email. 	<p>training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information. (we do call suppliers to verify, on the odd occasion when this arises)</p> <p>The Corporate Services Manager to approve a supplier bank account change after having reviewed the process undertaken to verify the supplier details change</p> <p>Annual review of supplier accounts to be undertaken to remove any dormant accounts.</p> <ul style="list-style-type: none"> - checking address and financial health details with Companies House? - checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account.? 	8	2	16

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15.	Devolution of Parks from WFDC to KTC	8	9	72	<ul style="list-style-type: none"> • Approval by Committee/ Council. • Agreements with WFDC 	<ul style="list-style-type: none"> • Financial Support from WFDC • Precept increase • Recruiting appropriate staff • Applying adequate resources Outsourcing maintenance contracts	2	9	18
16.	Local Government reorganisation	9	7	63	<ul style="list-style-type: none"> • Liaison with WFDC • Approval by KTC 	<ul style="list-style-type: none"> • Ending SLA's with WFDC 	5	7	35