



HORLEY TOWN COUNCIL
RISK ASSESSMENT AND MANAGEMENT 2023/24

Area	Risk	Likelihood	Severity	Control
Assets	Protection of physical assets	L	M	All buildings insured. Value increased annually by index linking and/or revaluation following a professional underwriting survey (most recently carried out by our insurers in March 2021).
	Security of buildings, equipment etc	M	H	Alarms (security, smoke, and panic) installed at Council Buildings and serviced and tested regularly, in accordance with current regulations. Passwords and keys strictly restricted to nominated personnel. Additional automatic exit points (motion detected locks) installed on the interior of the two Council Office entry doors to enable safe access and to comply with health and safety regulations. Contents insured. Smartguard Security act as keyholder and attend to callouts to all Council Buildings. Six monthly checks of Fire Panel (with automatic alarm monitoring) carried out by contractor at Council Offices, Innes Pavilion and Café Pavilion along with routine testing. The Café has had a full risk assessment carried out following final completion and the next one is due in 2025. The Café has been valued and is insured.
Finance	Banking	L	M	Accounts are spread between our bankers, HSBC, and other approved Deposit Takers.
	Business Continuity	L	M	Insurance cover is £450,000 (to cover loss of income and relocating office during maximum indemnity period of 24 months).
	Loss of cash	L	H	Liability limited to £2000. No petty cash is kept, and most receipts are cashless transactions. Safe used for storage of all cash receipts, mayoral chain of office etc. Office keys strictly restricted to nominated personnel.
	Financial controls and records	L	M	Monthly reconciliation prepared by RFO, checked by Town Clerk and reported to Council quarterly. Three signatures on internet banking have been retained for good practice. Two nominated Councillors conduct a review prior to Council meetings, our Internal Auditor checks procedures and External Auditors review our accounts.

	Compliance with HMRC Regulations	L	M	VAT payments and claims calculated by RFO and checked by Clerk. Internal and external auditor provides double check. Appropriate systems in place to comply with new legislation on VAT rules and mandatory submissions of VAT Returns to HMRC electronically.
	Sound budgeting to underlie annual precept	L	M	Full Council receive detailed budget vs. actual reports. Precept derived directly from this, the Town Plan and committees review of requirements.
	Compliance with borrowing restrictions	L	L	Advice sought from Surrey ALC and internal auditor as appropriate.
Liability	Risk to third party, property, or individuals	M	M	Public Liability Insurance held amounting to £10m cover. Open spaces checked regularly. Playgrounds, equipment, and trees checked regularly. Incidents fully investigated if damage reported. An annual ROSPA inspection of the playgrounds is carried out, it was completed most recently in February 2024. A full tree survey of all the trees in the Councils' open spaces is conducted every three years, it was completed most recently in May 2023 and the next one is planned for May 2026 (including Church Road allotment boundary trees under the Council's control). In the interim, all recommended tree works identified by our contractors have been completed and the Council's grounds contractors continue to monitor all our trees and any issues identified so that these are remedied promptly.
	Legal liability as consequence of asset ownership (especially playgrounds)	H	H	Daily and weekly reports of inspections of multi-purpose court, playgrounds and skateboard park and all other equipment as stated in the Asset Register. Annual playground checks made to RoSPA criteria.
	Compliance with HM Revenue and Customs Requirements	L	M	Regular advice available from HMRC, and Sage etc. RFO attends regular training as appropriate with HMRC, Sage and other providers to keep up to date with requirements and good practice. Internal and external auditors carry out annual checks.
	Safety of Staff and visitors	L	M	Regular Health & Safety Risk Assessment checks of Council Offices particularly before public events. Fire Risk Assessments undertaken by accredited Fire Protection Company at Council Offices and Innes Pavilion and modifications completed, as required. HTC Officers trained in accredited Fire Safety Training programme, covering new legislation. Panic alarm installed with feed to Surrey Police. HTC Officers each have a dedicated work mobile phone to support occasional homeworking and attending site visits. Additional security measures to control access to the premises following recommendations received from the

				<p>Surrey Police Crime Reduction Officer as a result of his site survey in March 2023 will be addressed by the Office Expansion and Sustainability Project expected to be completed by 2026</p> <p>Detailed Workplace Risk Assessments, Display Screen Equipment (DSE) Assessments are kept under regular review, documented with all safety and security measures put in place in line with Government guidelines. A Homeworking Policy has been adopted.</p>
Legal Liability	Confirmation that activities are within legal powers	L	H	Town Clerk clarifies legal position on any new proposal. Legal advice sought where necessary.
	Proper and timely reporting via the Minutes	L	M	Full Council meets every six weeks and receives and reviews cycle of minutes. Minutes made available to press and public via website.
	General Data Protection (GDPR)	L	L	Councillors and staff will ensure full compliance with current legislation during Council business. A dedicated email inbox named 'Data Protection' is in place to receive enquiries received and this will be managed by HTC Officers. The Town Clerk will oversee the process and sign all correspondence as the appointed Data Protection Officer (DPO). There is no requirement for individual Town Councillors to be registered with the Information Commissioner's Office (ICO). HTC remains GDPR compliant following the Brexit transition period.
	Proper document control	L	M	Leases and legal documents locked in secure cabinets. Scanned electronic copies of all such documents are kept in a secure, confidential area on office computer server. Other data storage to comply with Data Protection Act and successor legislation (General Data Protection Regulations).
Admin	Data integrity and resilience	M	H	Broadband used for all internet traffic, real-time virus scans on all workstations and the dedicated server and use of up-to-date virus libraries. All data is stored in SharePoint. A copy of the data in SharePoint is backed-up to the Council's server and, in turn, backed-up to external disks as an extra security measure. Security software has been set up on HTC Officers' laptops and other Council owned devices (eg iPads) with multi-factor authentication as extra verification of identity by the user. All Staff and Councillors have been provided with a Cyber Security Training Guide and ongoing support from the Council's IT provider. Passwords are securely stored in a 'Password Manager'. Cyber Training carried out for all Councillors and Staff, most recently in March 2024. HTC is accredited by Cyber Essentials, which is

				reviewed annually and is a Cyber Essentials is an effective, government backed scheme that helps to protect our organisation, against a range of the most common cyber-attacks.
Councillor Propriety	Registers of Interests	L	H	Members' Register of Disclosable Pecuniary Interests completed by all members and reviewed regularly. Available for public inspection on website or at the Town Council offices by prior appointment.

***Adopted by Horley Town Council: 19 March 2024
Next Review Date: March 2025***