FILTON TOWN COUNCIL

Risk Management Strategy, Risk Management Process & Risk Register

May 2025

Purpose of the document:	Guidance to Councillors and employees for managing risk. This Strategy provides a framework for identifying, assessing, managing, and monitoring risks that could affect the council.
Reviewed by	Finance & Scrutiny Committee
Adopted:	10 June 2025
Frequency of Review:	Regularly reviewed by FTC Officers with bi-annual review by Finance & Scrutiny Committee or sooner if an incident or 'near miss' occurs
Review date:	November 2025
Freedom of Information:	This policy will be published on the FTC website and a copy will be made available to view in the council offices

1. **Purpose**

The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management. This Strategy provides a framework for identifying, assessing, managing, and monitoring risks that could affect the council's operations, finances and reputation.

2. **Objectives**

- Protect public funds and assets
- Ensure continuity of services
- Safeguard the council's reputation
- Promote a culture of proactive risk management
- Comply with legal and regulatory obligations

3. **Scope**

This strategy and the accompanying Risk Register do not provide an exhaustive list of all possible risks which could arise but rather, identify the key risks which require oversight by the Finance & Scrutiny Committee.

4. **Risk Categories**

- Operational Risks: Service delivery, staffing, equipment failure
- Financial Risks: Budget shortfalls, fraud, funding cuts
- Compliance Risks: Breaches of law, regulations, or internal policies

- Environmental Risks: Climate change, flooding, pollution

NB. All risks could potentially create a reputational risk

5. **Risk Management Process**

Step 1: Risk Identification

- Conduct regular risk assessments
- Use input from staff, councillors, audits, and the public
- Maintain a Risk Register

Step 2: Risk Assessment

- Evaluate likelihood and impact (e.g., Low, Medium, High)
- Use a Risk Matrix to prioritise

Step 3: Risk Control

- Avoid: Stop the activity causing the risk where possible
- Reduce: Implement controls or mitigation measures
- Transfer: Use insurance or contracts
- Accept: Acknowledge and monitor low-level risks

Step 4: Monitoring and Review

- Review the Risk Register quarterly as a Management Team
- Review the Risk Register bi-annually at Finances & Scrutiny Committee
- Update risk assessments after major changes, incidents or 'near misses' and for the risk register to return to Finance & Scrutiny Committee alongside reporting relating to the incident / near miss should this occur.

6. **Roles and Responsibilities**

Role	Responsibility
Council Members	Approve the strategy, oversee risk management, consider new activities which involve significant risk
Clerk/RFO	Implement the strategy, maintain the Risk Register, oversee risk assessments for new activities
Staff	Identify and report risks, follow procedures, draft risk assessments as required
Finance & Scrutiny	Review risk controls and compliance in line with the Financial Regulations

7. **Training and Awareness**

- Provide training for councillors and staff
- Promote a culture of openness and accountability

8. **Documentation**

- Maintain a Risk Register
- Keep records of assessments, incidents, and mitigation actions
- Include risk management in all relevant council reports and decisions

9. **Review of Strategy**

- Annually
- Update to reflect changes in legislation, operations, or risk environment

Filton Town Council Risk Register May 2025

1. Operational Risks (staffing)

No.	Risk Description	Likelihood L/M/H	Impact	Risk Rating	Mitigation Measures	Owner	Review date
1.1	Loss of key staff	Medium	High	High	Succession planning, documentation of key processes, use of SharePoint for key documents, appropriate employment contracts, polices & procedures	Clerk / Chair	

2. Legal & Compliance risks

No.	Risk Description	Likelihood L/M/H	Impact	Risk Rating	Mitigation Measures	Owner	Review date
2.1	Failure to comply with legal duties	Low	High	Medium	Regular training, legal advice, internal audits	Clerk / RFO	
2.2	IT system failure or cyber attack	Medium	Medium	Medium	Regular backups, antivirus software, IT support	Clerk / RFO	
2.3	Breach of data protection (GDPR)	Medium	High	High	Staff training, briefings for Cllrs incl. responsibilities around GDPR when using own equipment, secure system storage, regular audits, insurance, data	Clerk / RFO	

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					impact assessment undertaken before new activities where relevant		
2.4	Health & safety incident at council property incl. Parks, play equipment, sports equipment etc.	Low	High	Medium	Risk assessments, regular inspections, training for staff who operate machinery, insurance	Deputy Clerk	
2.5	Elm Park Leisure Centre - 'statutory compliance'				To follow		
2.6	Allotments – risk of damage to plots, trips, falls etc.	Medium	Medium	Medium	Review of allotment plots started May 25 reviewing sites and current situation alongside updating of all documentation required to be compliant	Deputy Clerk	
3. Environmental risks							
No.	**Risk Description**	**Likelihood L/M/H**	**Impact**	**Risk Rating**	**Mitigation Measures**	**Owner**	**Review date**
3.1	Severe weather impacting services with the possibility of power outage and / or flooding	Medium	Medium	Medium	Emergency plan, liaison with local authorities in the event of an emergency, insurance	Clerk / RFO	

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4. Financial Risks (these should be viewed in conjunction with requirements in the Financial Regulations which set out roles & responsibilities							
No.	**Risk Description**	**Likelihood L/M/H**	**Impact**	**Risk Rating**	**Mitigation Measures**	**Owner**	**Review date**
4.1	Financial mismanagement / fraud	Low	High	Medium	Internal controls, dual signatories, external audit, financial Regs, financial processes, training	Clerk / RFO	
4.2	Inadequate budget forecasting	Medium	High	High	Regular budget reviews, Finance & Scrutiny Cttee regular review with appropriate minutes kept	Clerk / RFO	
4.3	Inadequate financial controls or segregation of duties	Low	High	Medium	Internal audit, clear financial procedures, dual authorisation	Clerk / RFO	
4.4	VAT errors or non-compliance	Medium	Medium	Medium	Training, regular VAT returns, external accountant review	Clerk / RFO	
4.5	Delays in supplier payments or invoicing	Medium	Medium	Medium	Clear payment procedures, regular reconciliation	Clerk / RFO	
4.6	Poor investment decisions or lack of investment strategy	Low	Low	Low	Development of investment policy	Clerk / RFO	

Likelihood (how probable it is that the risk will occur) Low: Unlikely to occur within the next year Medium: May occur within the next year High: Likely to occur within the next year	Impact (how severe the consequences would be if the risk occurs) Low: Minor impact on operations, finances or reputation Medium: Moderate impact on operations, finances or reputation High: Significant impact on operations, finances or reputation