

13 June 2022	Description	Mitigation or Other risk Response
1	Payroll not being completed or not on time	Finance officer trained in payroll, along with Mayor and Deputy. Consider outsourcing.
2	No Proper Officer, Legislation not being met and Council acting ultra vires	Appoint external contractor as locum clerk and proper officer. Consider appointing Deputy Mayor as proper officer (unpaid) (iLCA Qualified) until Town Clerk recruited.
3	No RFO, Fin Reg not being met, adverse audit	Investigate Finance officer capability and willingness? Consider appointing Councillor with accountancy qualification as RFO (unpaid) until Town Clerk recruited.
4	Cemetery Operations Failing due to lack of HR and other priority operations not being completed	Contractors appointed to cut grass for next 3 months, existing staff set 3 month work plan to complete with the overriding principle that of what operations take priority (Cemetery, Market)
5	Staff moral and welfare in absence of substantive Town Clerk and Locum working remotely.	Weekly "huddles" with Mayor, Deputy and Chair of Resources Committee
6	Essential tasks being missed by administration staff	3 month work plan drawn up for admin staff for priority and essential tasks
7	Health & safety of Staff, Councillors and Visitors at risk due to no nominated responsible person	Nominate a Councillor to take the lead on H&S until Town Clerk appointed
8	Reputation and Inward perception of the Council at risk due to lack of engagement and publicity	Mayor and Deputy to lead on the outward promotion of the Town Council, including press releases and social media releases
9	Business Continuity and inability to hold Committee meetings due to lack of HR needed to prepare for meetings, hold and act on resolutions.	All workflows to be prioritised, agenda item on all June committee meetings to prioritise committee workload and set direction, consider then not holding committee meetings until August.
10	Risk of loss of continuity created by there being a gap between outgoing Town Clerk Leaving and Incoming Clerk Starting.	Robust handover procedures in place, agreed by Resources Committee
11	Risk of incoming communications being missed	Consider delegate access to Town Clerk's mailbox by Mayor / Deputy or temporary redirection.

**Agenda No 4, Work of the Responsible Financial Officer**

**Introduction**

1. "Every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for administration of those affairs." (Local Government Act 1972 s151)
2. At Cullompton Town Council the Town Clerk's role incorporates that of the Responsible Financial Officer as referred to in 1 above.

**Current Situation**

3. The Locum Town Clerk and Locum Deputy Town Clerk have said that they will not take on the RFO role as part of their assignment with Cullompton Town Council.
4. The Town Council's Finance Officer works 14 hours per week (2 hours a week should be spent on the archive project) and has no capacity to work either additional hours nor take on additional work to be done within the current hours.

**Suggested Solution**

5. That the outgoing Town Clerk and RFO is offered a zero hours contract as a locum RFO starting on 13 June 2022 to undertake the RFO role, and is re-imbursed at her existing hourly rate.
6. The work to be undertaken will be:
  - Completion of the 21/22 AGAR and submission of the relevant documents to the external auditor
  - Monthly Payroll, including pension administration (note: the auto-enrolment pension window started on 31 May 2022)
  - Assisting with the collation and response to any exercise of public rights enquiries
  - Checking of bank reconciliations
  - Oversight of any financial processes and publication of documents
  - Provision of appropriate budget monitoring information to Council/Committees
  - Review of Council / Committee documents to ensure compliance with relevant legislation and the town Council's governance arrangements and policies
  - Provision of advice when specifically requested by the Locum Town Clerk
7. The Locum RFO would provide a timesheet, at least monthly, of hours worked and duties undertaken and payment would be in accordance with that timesheet.
8. The advantages of this solution is that the proposed locum RFO is already familiar with the Town Council's financial arrangements and processes thus reducing the risk to the Council.