



**Policy and Finance Committee**

**Agenda Item No. 11**

**Date:**

**15 January 2018**

**Title:**

**Risk Register report**

**Purpose of the Report:**

**To provide the Committee with an updated Risk Register and Action Plan for 2018-19**

**Contact Officers:**

**Sarah Sandiford, Head of Democratic and Central Services**

<b>Corporate Objective/s</b>	<b>LLTC Three Year Plan – Aim 1:</b> To consolidate processes and procedures, ensuring operational efficiency and a structure which will underpin future service delivery by the Town Council.	
<b>Implications:</b>		
<b>Financial</b>	X	
<b>Risk management</b>	√	A full re-assessment of Town Council risks has been undertaken within the last three months, with a full report and Action Plan for 2018-2019 now developed. This will be subject to ongoing review and amendment.
<b>Operational/service delivery</b>	√	See above
<b>Legal/compliance</b>	√	See above

**1. RECOMMENDATION/S**

**Should members be minded, the recommendation is:**

**1.1 To note the report.**

**1.2 To recommend to Council approval of the Risk Register and Action Plan for 2018-2019, to be signed by the Town Mayor and Responsible Financial Officer.**

**2. BACKGROUND**

**2.1** As the Committee is aware, there is an ongoing, annual requirement for the Council to review its Risk Register. Following Committee review, the Risk Register and Action Plan requires approval by Council.

**2.2** The Town Council has used for many years the specific software LCRS (Local Council Risk System). The system is pre-loaded with more than 390 risks and 1100 controls across a spectrum of services areas, for local councils to select

those which apply to them and assess the potential risk for each element.

- 2.3 Of the six actions identified in the 2016-2017 Action Plan, four were completed, one was carried forward into 2017-2018 and one (encroachment of market stalls) was to be reviewed further in future as part of the ongoing market development project.
- 2.4 In February 2017, the Committee received an updated Risk Register and Action Plan for 2017-18. This contained two action items. As reported to Committee at its meeting held on 18 September 2017, one has been completed (till control at Astral Park) and one is ongoing (requirement for a planned maintenance programme for fences, hedges, gates and footpaths on Town Council land).

### **3. UPDATE**

- 3.1 The Town Clerk and Heads of Service have in the last three months revisited the entire Risk Register document to ensure it is accurate, up to date and fit for purpose. Each specific area of risk has been re-evaluated. Where practicable, action items have been addressed during the re-assessment period.
- 3.2 The re-evaluation process has indicated nine areas where actions are required, identified in the proposed Action Plan for 2018-2019 (**attached as Appendix A** along with full Risk register for 2018-2019 as **Appendix B**).
- 3.3 Actions predominantly relate to ensuring compliance with the incoming new data protection regulations and ensuring that Town Council websites are secure, well managed and monitored for key statistics. These actions are being addressed through the current Central Services work plan which includes a significant project on data protection as well as reviewing website provision.
- 3.4 Additional actions include the maintenance programme for land (carried forward from the previous year), continuing to further update the Asset Register by adding photographs and mapping, and safeguarding against loss of key staff by ensuring that procedures for core functions are clearly documented.
- 3.5 The Risk Register is a living document which will continue to be updated and revised throughout the year, as appropriate, by Heads of Service. Any new risks identified as a result of new assets, services or functions will be added as required.
- 3.6 It is anticipated that an update on the Action Plan will be brought to Committee mid-year.

### **4. CONCLUSION**

- 4.1. A significant amount of work has been undertaken to ensure the Risk Register is fully up to date and fit for purpose. The Committee is asked to consider recommending approval of the 2018-2019 Risk Register and Action Plan to Council.