



# LEIGHTON-LINSLADE TOWN COUNCIL

## Policy and Finance Committee

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<b>Date:</b>	<b>21 January 2019</b>
<b>Title:</b>	<b>Risk Register report</b>
<b>Purpose of the Report:</b>	<b>To provide the Committee with an updated Risk Register and Action Plan for 2019-2020.</b>
<b>Contact Officers:</b>	<b>Sarah Sandiford, Head of Democratic and Central Services</b>

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<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 2019-2020 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 2019-2020, to be signed by the Town Mayor and the 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 Each Autumn, the Risk Register is reviewed in full by officers and a revised Action Plan for the following year presented to Committee and Council.
- 2.4 An update on the Action Plan is provided to Committee half way through each municipal year.

### **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 several areas where actions are required. A number of these are minor or have a low element of potential risk. Two areas have been identified in the proposed Action Plan for 2019-2020 as potentially higher risk (**attached as Appendix A** along with full Risk register for 2019-2020 as **Appendix B**).
- 3.3 Actions relate to the following two areas: the requirement for enhanced signage to ensure compliance with the CCTV Code of Practice (for locations in which LLTC is the owner of the site/cameras, although all monitoring is managed by Central Bedfordshire Council) and the requirement for procedures for core functions to be up to date, to minimise the risk presented by loss of key staff.
- 3.4 Actions which present lesser potential risk include the maintenance programme for land (carried forward from the previous year) and continuing to further update the Asset Register by adding photographs and mapping.
- 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.

### **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 2019-2020 Risk Register and Action Plan to Council.