

**Policy and Finance Committee**

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**Date:** 21 September 2020

**Title:** Risk Register action plan update

**Purpose of the Report:** To provide the Committee with a mid-year update on the risk register action plan for 2020-2021.

**Contact Officer:** Sarah Sandiford, Head of Democratic and Central Services

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<b>Corporate Objective/s</b>		n/a
<b>Implications:</b>		
<b>Financial</b>	None	
<b>Human Resources</b>	None	
<b>Operational/Service delivery</b>	Yes	To ensure risk to Council operations is minimised
<b>Procedural/Legal</b>	Yes	To ensure compliance with the Council's system of internal controls
<b>Risk/Health and Safety</b>	Yes	To minimise risk to individuals and to the Council as a corporate body

**1. RECOMMENDATION/S**

Should members be minded, the proposals are:

**1.1 To note the report.**

**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 At its meeting held on 20 January 2020, the Committee received the full Risk

Register report and Action Plan for 2020-2021. This was subsequently endorsed by Council on 27 January 2020.

2.4 The Risk Register Action Plan for 2020-2021 contained five main action areas:

2.4.1 **Social media (reputational damage)** – to minimise risk by ensuring policies and training in place, passwords restricted to essential users only and that social media messaging approval procedures are in place.

2.4.2 **Employment of Staff** – ensure procedures for key functions are documented to mitigate risk relating to loss of key staff.

2.4.3 **Health and safety** – minimise risk at public events by ensuring risk assessments approved by the Council's Health and Safety Officer and retained Health and Safety consultant.

2.4.4 **Data protection/GDPR** – information audit to be updated, Data Protection Officer role to be reviewed upon expiry of contract.

2.4.5 **Teenage Advice and Information Centre** – data protection review.

### 3. UPDATE

3.1 Social media training has been offered to Councillors and is ongoing to staff – in particular on scheduling and analytics.

3.2 Documentation of procedures is a continuing process. Significant progress has been made in terms of communications, frequently asked resident questions, bookings, remote meetings, allotment waiting list/tenancies and cemetery related administration.

3.3 Review of the health and safety consultant role has been delayed due to COVID but is anticipated to take place during October with a report to committee in November.

3.4 As endorsed by Committee during COVID lockdown through the agreed decision making process, the previous contract for a Data Protection Officer was not renewed. The Council is not under obligation to appoint a DPO. Committee has endorsed an external data protection audit taking place; this has been delayed due to office closure during COVID but is hoped to be able to take place in the Autumn.

3.5 The data protection review at TACTIC has also had to be delayed due to office closure during COVID.

3.6 However, all office based staff have been asked to renew their data protection/GDPR training via an online training module during lockdown and to review their own work files and emails for data protection/retention compliance.

#### **4. CONCLUSIONS**

- 4.1 All service areas are aware of the risk register action plan and work is underway to ensure compliance in terms of data protection, document management and procedural documentation.
- 4.2 Unfortunately, some elements of the risk register action plan have had to be delayed for reasons beyond our control. This work will be resumed once it is practicable to do so.
- 4.3 The risk register will be subject to its annual review during November/December 2020.
- 4.4 The updated risk register and action plan for 2021-22 will be presented to Committee at its meeting in January 2021.

End.