



LEIGHTON-LINSLADE TOWN COUNCIL

Policy and Finance Committee

Date:	18 January 2021
Title:	Risk Register report
Purpose of the Report:	To provide the Committee with an updated Risk Register and Action Plan for 2021-2022.
Contact Officers:	Sarah Sandiford, Deputy Town Clerk

Corporate Objective/s		LLTC Five Year Plan – Aim 1: To ensure value for money, operational efficiency and a structure which will underpin current and future service delivery by the Town Council.
Implications:		
Financial	X	
Risk management	√	A full re-assessment of Town Council risks has been undertaken within the last two months, with a full report and Action Plan for 2021-2022 now developed. This will be subject to ongoing review and amendment.
Operational/service delivery	√	See above
Legal/compliance	√	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 2021-2022, 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. New risks can also be added as they arise.
- 2.3 Each January, a revised Action Plan for the following year is presented to Committee and Council for its consideration.
- 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 recently 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 LCRS software is specific to the parish council sector and is pre-populated with associated risks. As part of the review process, officers have added the the risk of pandemic to a number of service areas.
- 3.3 The evaluation process requires that risks are scored for both potential likelihood and potential impact, with anything scoring highly necessitating the creation of an Action Plan (**attached as Appendix A** along with full Risk register for 2021-2022 as **Appendix B**).
- 3.4 Items appearing on the proposed 2021-22 Action Plan can broadly be split into two sections: those relating to the current Covid-19 pandemic and those which relate to other areas.

3.4.1 Pandemic:

Risk areas for ongoing monitoring and reporting back to Council include: Council meetings, risk assessment, duty of care to staff, events, market, play areas, public buildings, TACTIC and public conveniences.

3.4.2 Other risks:

These can be divided into items carried forward from 2020-21 (delayed due to the impact of the pandemic) and those which are new.

Carried forward from 2020-21: social media security, operational procedures, GDPR including data protection audit (across all service areas and including Tactic as separate considerations apply for protection of young people).

New actions for 2021-22: land east of Leighton-Linslade, bye-laws, headstones safety survey, review of investment policy, protocol for funding/donations, 10 year buildings maintenance plan and skate park (nearing end of life expectancy).

- 3.5 The action plan summarises a proposed course of action for each area, who is responsible and a proposed deadline date. Where an action is likely to be ongoing throughout the year, the date has been entered as 31/12/2021.
- 3.6 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 up to date and fit for purpose. It will continue to be reviewed on an ongoing basis, with a mid-year update provided back to Committee.
- 4.2. The Committee is asked to consider recommending approval of the 2021-2022 Risk Register and Action Plan to Council.

End.