

Policy and Finance Committee

Date: 23 August 2021

Title: Risk Register Action Plan 2021-22: mid year update

Purpose of the Report:

To provide Committee with an update on the actions identified in the Risk Register for 2021-22.

Contact Officer:

Sarah Sandiford, Deputy Town Clerk
Ian Haynes, Responsible Health and Safety Officer

Corporate Objective/s	LLTC Five Year Plan –	
Implications:		
Financial	No	
Human Resources	No	
Operational/Service delivery	No	
Procedural/Legal	No	
Risk/Health and Safety	No	
Environmental Aims	No	

1 RECOMMENDATION/S

Should members be minded, the proposals are:

1.1 To note the report.

2 BACKGROUND

2.1 The Risk Register was undertaken in November-December 2020 using the LCRS software, which is specific to the parish council sector and is pre-populated with associated risks. As part of the review process, officers added the pandemic risk to several service areas.

2.2 The evaluation process requires that risks are scored for both potential likelihood and potential impact, with anything scoring highly necessitating creating an Action Plan.

2.3 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 about other areas.

Pandemic:

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

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 to protect 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, ten-year buildings maintenance plan and skate park (nearing the end of life expectancy).

- 2.4 The Risk Register and Action Plan for 2021-2022 were reviewed by Committee on 18 January 2021 and endorsed by Council on 25 January 2021.

3 MID-YEAR UPDATE

- 3.1 The table below summarises the position halfway through the year since Council endorsed the action plan.

<p>Pandemic impact</p>	<ul style="list-style-type: none"> • Quarterly income/expenditure reported to committees • Venue hire bookings resumed from May '21 • Positive outlook for the market with potential for casual traders to become permanent • Face to face meetings have resumed • Many staff now returned to office working with all scheduled to return by early September • Restrictions lifted on play areas and gyms • Events adapted during Government "road map" and restrictions now largely lifted
<p>Land east of Leighton-Linslade</p>	<ul style="list-style-type: none"> • Governance review requested of CBC • CBC S106 officers asked for updates • Presentation due to Partnership Committee on 9 September • Recent review of a reserved matters application by Planning & Transport with a request to CBC to appoint a nominee for

	public open spaces at the earliest convenience
Bye-laws	<ul style="list-style-type: none"> • Not yet commenced
Headstones safety survey	<ul style="list-style-type: none"> • Scheduled for later this year
Review of investment policy	<ul style="list-style-type: none"> • Completed
Protocol for funding or use of assets by third parties	<ul style="list-style-type: none"> • Completed
Ten-year building maintenance plan	<ul style="list-style-type: none"> • Not yet commenced
Social media security	<ul style="list-style-type: none"> • Good progress has been made with many actions identified in the social media audit
Operational procedures	<ul style="list-style-type: none"> • Ongoing and likely to be included in forthcoming employee appraisals
Data protection	<ul style="list-style-type: none"> • Options for audit and support under review
Skate park	<ul style="list-style-type: none"> • The condition is under ongoing review • Youth survey taking place Sept/October

3.2 Actions identified for this year will continue to progress. The risk register will undergo its annual review in November/December 2021 for the action plan for 2022-23 to be considered by Committee in January 2022.

End.