



Policy & Finance Committee

Date: 24 January 2022

Title: Annual Risk Register & Action Plan for 2022-23

Purpose of the Report:

To provide an update in respect of Council risks.

Contact Officer:

Sarah Sandiford, Deputy Town Clerk & all Heads of Service

Corporate Objective/s	Annual assessment of risks in accordance with internal control procedures	
Implications:		
Financial		
Human Resources		
Operational/Service delivery	Yes	To assess risk to Council operations and put measures in place to mitigate
Procedural/Legal	Yes	Internal control procedures
Risk/Health and Safety	Yes	Some risks on the Register relate to health & safety e.g. skatepark.
Environmental Aims		

1 RECOMMENDATION/S

Should the Committee be minded, the proposals are:

1.1 To note the report.

1.2 To recommend to Council approval of the Risk Register and Action Plan for 2022-2023, 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. For the last year, an update report was provided in August 2021.
- 2.5 The 2021-22 Action Plan contained risks and action plans for 19 areas of council operations. 4 were fully completed during the year (social media audit and actions, TACTIC review of data protection, Covid risk assessments and development of a protocol for ad hoc funding or use of Town Council assets). Many are ongoing, either related to the pandemic or delayed due to the pandemic.

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. Last year the risk of pandemic was added to a number of service areas and this remains in place.
- 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 2022-2023 as **Appendix B**).
- 3.4 Items appearing on the proposed 2022-23 Action Plan can broadly be split into two sections: those relating to the ongoing Covid-19 pandemic and those which relate to other areas.

3.4.1 Pandemic:

The pandemic continues to have the potential to represent risk to some Council activities and to income. Some risks have been mitigated or downgraded since the previous year (e.g. risk to Council operations reduced through the formalisation of delegated authority, risk to play areas, risk to public conveniences) whilst others remain on the action plan for ongoing monitoring.

3.4.2 Other risks:

Most other risks are carried forward from 2021-22 due to either being ongoing in nature, or due to lack of progression during 2021-22, mainly due to the continuing impact of the pandemic and to resources being diverted to other activities as directed by Council/committees.

One new risk relates to the need to replace market equipment which after 4 years is showing signs of deterioration despite regular maintenance.

- 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 financial year, the date has been entered as 31/3/2023.
- 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. Responsible officers have reviewed the Risk Register to ensure it 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 2022-2023 Risk Register and Action Plan to Council.

End.