

## Policy and Finance Committee

**Date:** 25 July 2022

**Title:** Risk Register Action Plan 2022-23: mid year update

**Purpose of the Report:**

To provide Committee with an update on the actions identified in the Risk Register for 2022-23.

**Contact Officer:**

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

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

### 1 RECOMMENDATION/S

Should members be minded, the proposals are:

1.1 To note the report.

### 2 BACKGROUND

- 2.1 The annual Risk Register review was undertaken in November-December 2021 using the LCRS software, which is specific to the parish council sector and is pre-populated with associated risks.
- 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 2022-23 Action Plan can broadly be split into two sections: those relating to the ongoing impact of the Covid-19 pandemic

and those in relation to other areas.

**Pandemic:**

At the time of undertaking the review, case numbers were increasing. It was felt that there was potential for the pandemic to continue to represent risk to some Council activities and to income. Some risks were 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.

**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.

- 2.4 The Risk Register and Action Plan for 2022-2023 were reviewed by Committee on 24 January 2022 and endorsed by Council on 31 January 2022.

**3 MID-YEAR UPDATE**

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

Pandemic impact	<ul style="list-style-type: none"><li>• Staffing risks; minimal impact, advanced technology has allowed staff to work remotely when necessary</li><li>• Events: minimal impact to date with only the Civic Service having to be moved from February to May due to high case numbers</li><li>• Market: minimal impact; the layout allows for greater space for pedestrians</li><li>• Venue hire: minimal impact</li><li>• TACTIC: minimal impact</li></ul>
Land east of Leighton-Linslade	<ul style="list-style-type: none"><li>• The recent recommendation from CBC General Purposes to not change the boundary is yet to be ratified by CBC Council.. If agreed, the implications for Town Council planning, finances and operations may require review.</li></ul>
Bye-laws	<ul style="list-style-type: none"><li>• Update due to Grounds &amp; Environmental Committee in Autumn</li></ul>
Headstones safety survey	<ul style="list-style-type: none"><li>• Completed; update taken to Grounds &amp; Environmental Committee in June 2022</li></ul>

Review of investment policy	<ul style="list-style-type: none"> <li>• Completed</li> </ul>
Ten-year building maintenance plan	<ul style="list-style-type: none"> <li>• Initial scoping work has begun</li> </ul>
Loss of key personnel	<ul style="list-style-type: none"> <li>• Documentation of procedures is an ongoing task; recent staffing absences have highlighted several areas of focus for the rest of 2022</li> </ul>
Operational procedures	<ul style="list-style-type: none"> <li>• Ongoing and likely to be included in forthcoming employee appraisals</li> </ul>
Data protection	<ul style="list-style-type: none"> <li>• Options for audit and support under review; the pandemic has made sourcing support more difficult as organisations catch up on delayed projects</li> </ul>
Skate park	<ul style="list-style-type: none"> <li>• A decision is due by end of March 2023</li> <li>• Funds for a youth project are earmarked in the five year financial plan</li> <li>• Further consultation with young people has been recommended</li> </ul>
Market equipment	<ul style="list-style-type: none"> <li>• A new earmarked reserve has now been established with £10,000 for market stall additions, repairs and maintenance</li> </ul>

3.2 Actions identified for this year will continue to progress. The risk register will undergo its annual review in November/December 2022 for the action plan for 2023-24 to be considered by Committee in January 2023.

**End.**