

## Agenda Item 6

For decision - Approval of Risk Register 2019/20

Author: Sarah Williams, Business Manager

### Summary

We are required to actively manage risk. To help us do this we have a Risk Strategy (Constitution - Chapter 12) describing how we go about doing this and a Risk Register with an Action Plan detailing risks we face and how we will manage them. Every year Council has to be confident that it is managing risk competently by approving the Risk Strategy ([Appendix 3](#)), the Risk Register Summary and its Action Plan ([Appendix 4](#)). The full Risk Register is 12 A3 pages and is available on request from the Business Manager.

### Background

There is a responsibility on a Council to demonstrate best practice in all aspects of their governance, and the assessment of risk is a key part of this.

Management of risk is not just concerned with Health and Safety and making sure we have sufficient insurance cover. It identifies and assesses all risks the Council faces from our reputation, the safe use of specific chemicals in cleaning, through public liability insurance cover and ensuring that the Christmas Lights event is safe.

This year we have had the additional risks created by the Coronavirus Pandemic and have included sections in the register where appropriate.

Managing risk is something we do continually. The important thing is to identify risks and plan for how these risks can be mitigated but not necessarily removing the risk completely. For example, someone who is injured using the skate park is a risk we are very aware of. While we take various measures to help users play safely, we do not remove the risk completely by closing the skatepark. In short, we manage the known risks.

We have a Risk Strategy (at [Appendix 3](#)) which highlights in more detail our approach to risk and we have a Risk Register where we list our risks, assess their significance and, where necessary, draft an Action Plan (2<sup>nd</sup> page of [Appendix 4](#)) to mitigate that risk if possible. The Risk Register is a large document and available on request. We also work to a large number of individual risk assessments and management plans for each site we manage, each chemical we use, each event we run and so on.

Each risk is scored by selecting a value of the *likelihood* (the likelihood of this happening with the controls the Council has in place)

- N/A not taken into account/ignore
- Low (no/not likely) = value of 1
- Medium (chance it may happen) = value of 2

- High (this may happen) =value of 3

and impact (estimated impact of this risk on this area to the Council with the controls the Council has in place).

- N/A not applicable/ignore
- Low (little or no impact) = 1
- Medium (low to medium impact on the Council) = 2
- High (great impact on the Council) = 3

The system multiplies the likelihood score against the impact score to arrive at a risk value for each item.

Each of the Council's risks identified in the Risk Register, ranging from financial, reputation, to play equipment safety has been reviewed, assessed and scored over the past year taking into consideration the controls the Council has in place.

Where relevant, risks are cross referenced with the current Financial Regulations. Risks with a value of four or more appear in the 2020/21 Risk Register Action Plan and the relevant staff will continue to monitor these risks.

#### Recommendation

The Chair to sign the 2020/21 Risk Register Summary & Action Plan on behalf of the Council and approve the 2020/21 Risk Strategy document.