

Agenda Item 8

For decision - Approval of Risk Register 2023/24

Author: Hannah Watts, Assistant Finance Officer and Rob Holden, Environment 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 control measures detailing risks we face and how we will manage them. The Register includes an action plan (see column M)

Every year Council has to review and approve the Strategy and the Register to be confident that it is managing risk competently. This report describes the risk management approach. The relevant documents are in appendices.

Background

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

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 skate safely, we do not remove the risk completely by closing the skatepark. In short, we manage the known risks.

[The Risk Strategy can be viewed on the website at Appendix 8.1.](#) it is chapter 12 of the Council's constitution and describes our approach to managing risk. It has been reviewed and very minor changes to dates and formatting are proposed. At item 2.3 we have adopted the risk assessment matrix (5 x 5) taught on last year's IOSH training for staff and included a template for risk assessment at the end of the document.

[The Risk Register can be viewed on the website at Appendix 8.2](#) and is a list that 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 Frome Town Council's events are safe. It includes control measures in place mitigate those risks, if possible. The Risk Register has been reviewed, assessed and risks numerically evaluated. We have separate risk assessments for events and specific tasks e.g. using a chainsaw.

There is also an action plan in the Register at column M to further mitigate some risks.

For information, the insurance policy was renewed for a 3 year term in April 2022, we received quotes from three different insurance companies, but Zurich were again able to offer the best value. We also have a good relationship with our Customer Account Manager, who is quick to respond to any queries we may have.

Recommendation

Instruct the Chair to sign the 2023/24 Risk Register on behalf of the Council and approve the 2023/24 Risk Management Strategy.