



Weymouth Town Council
Corporate Risk Register Review

October 2023

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Weymouth Town Council Corporate Risk Register - Part A

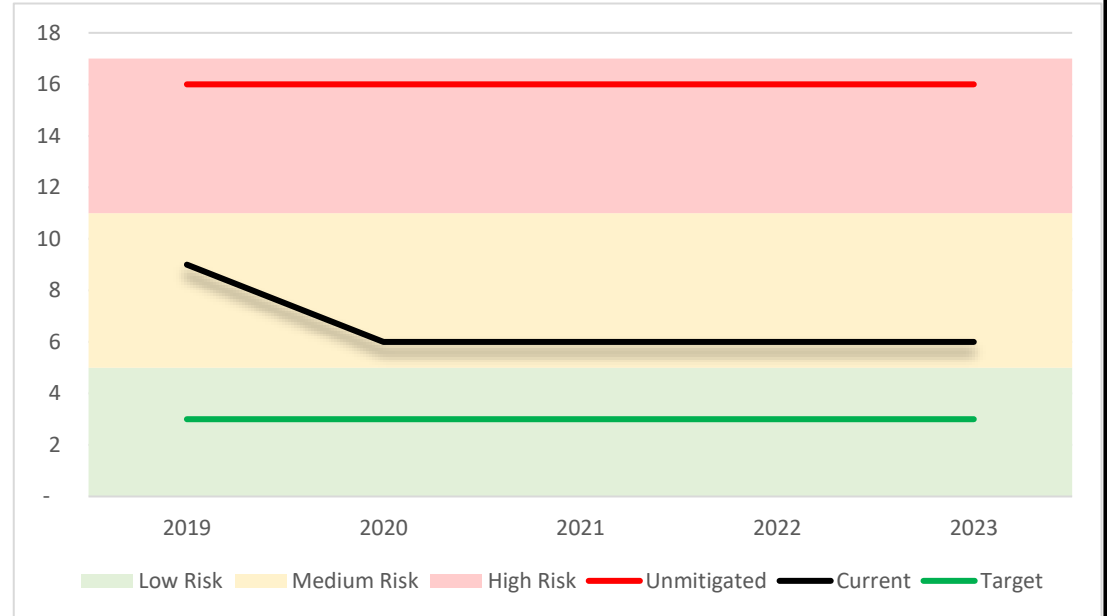
Risk: Injury or death to person, including staff, councillors and members of the public	Risk Owner: Property Manager
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Risk Description:
The council must comply with Health and Safety legislation to prevent harm to employees and/or members of the public. Accidents due to: poorly maintained building or equipment, trips and falls, hot surfaces and other scalds & burns, poorly planned events, terrorism or fire.

Risk Rating:

	Likelihood	Impact	Rating
Unmitigated	4	4	16
Current	2	3	6
Target	1	3	3

if no actions were taken



Potential Impact:

- Fatality or serious injury to employee or member of the public
- Material breach of health and safety legislation leading to criminal prosecution
- Compensation claims (civil)
- Enforcement action – cost recovery of regulator time
- Reduced service delivery
- Reputational damage
- Increased costs due to absence levels and agency costs

Current Actions/update (What we are currently doing about the risk – Causes Unmitigated Score to reduce to Current Score)

- 1 Operational measures are in place at each location such as testing of fire alarms and fire drills
- 2 Ensure staff are trained on fire evacuation procedures
- 3 Fixed wiring tests completed every 5 years and any requirements are acted upon ASAP (dependent on severity)
- 4 Water management programmes in place and reviewed to ensure they are up to date and regular testing is undertaken
- 5 Use intelligence and information from Health & Safety Manager to ensure periodic audits are carried out as required
- 6 Ensure property database provides a framework for determining planned maintenance programme.
- 7 Ensure hazards can be reported by staff & contractors to the Health & Safety Manager for investigation & action
- 8 Ensure water & Fire Risk Assessments in place which are reviewed and audited
- 9 Use of risk assessments for all operational activities
- 10 Use of risk assessments for council events
- 11 Role out of online staff essential training modules

Weymouth Town Council Corporate Risk Register - Part A

Risk: Staff Wellbeing	Risk Owner: Town Clerk
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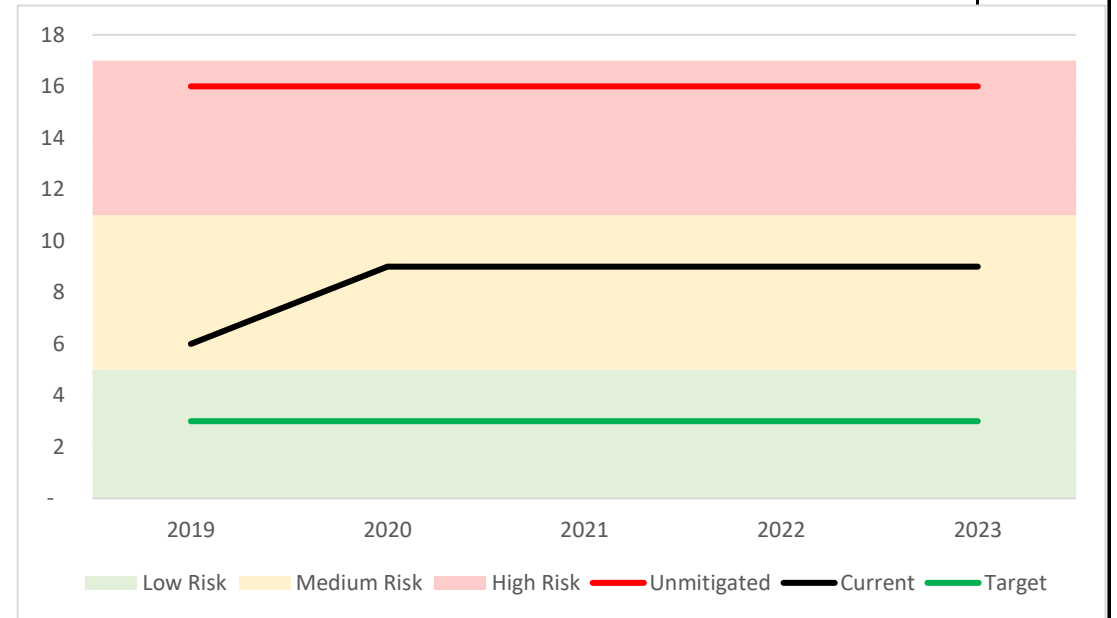
Risk Description:

Failure to recruit and maintain staff morale, failure to maintain staff health, significant workloads, effects of structure review.

Risk Rating:

	Likelihood	Impact	Rating
Unmitigated	4	4	16
Current	3	3	9
Target	1	3	3

if no actions were taken



Potential Impact:

- Loss of staff
- Loss of staff dedication & goodwill
- High sickness absence
- Difficulties in recruitment
- Reduced service delivery

Current Actions/update (What we are currently doing about the risk – Causes Unmitigated Score to reduce to Current Score)

- 1 Regular planned staff meetings
- 2 Staff having 1-2-1 meetings with manager/supervisor
- 3 Social events
- 4 Staff questionnaire
- 5 Internal communications
- 6 Employee assistance programme
- 7 Staff training programme
- 8 Supporting charity days
- 9 Mental health first aiders
- 10 When appropriate staff will be referred to Occupational Health
- 11 Reviewing the format of the staff meetings and includes a wellbeing item on the agenda.

Weymouth Town Council Corporate Risk Register - Part A

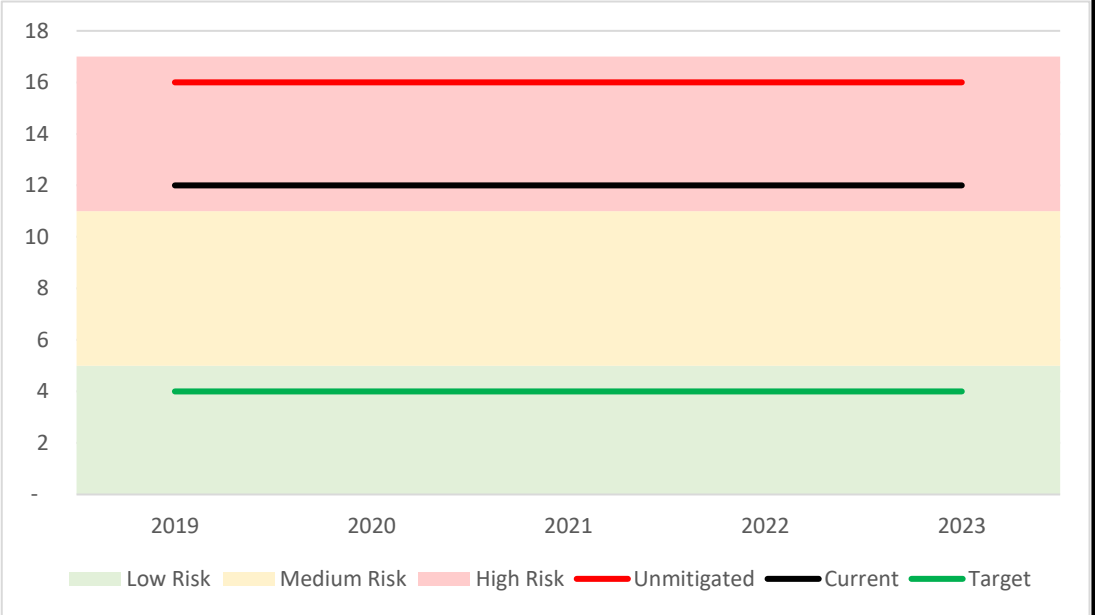
Risk: Loss of ICT or data through cyber attack	Risk Owner: Deputy Town Clerk
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Risk Description:
In the event of failing to maintain and ensure the use of our security systems, technical protocols and change management processes, there is a risk of a successful cyber-attack (virus, malware, hacking or malicious internal action) on HCC's ICT environments causing significant service disruption and possible data loss.

Risk Rating:

	Likelihood	Impact	Rating
Unmitigated	4	4	16
Current	4	3	12
Target	2	2	4

if no actions were taken



Potential Impact:

- Confidentiality compromised
- Loss of sensitive information
- Loss of service
- Loss of reputation
- Legal Challenges
- Recovery costs

Current Actions/update (What we are currently doing about the risk – Causes Unmitigated Score to reduce to Current Score)

- The IT managed service is being re-tendered in the Autumn and the new provider will be asked to undertake an independent review of cyber security
- Introduction of mandatory essential training
- Undertake a phishing test during the Autumn to see if training and communications have had the desired impact
- Ensure ICT software providers adhere to security & tech standards in providing/implementing/updating systems.
- Work with the IT managed service provider to undertake penetration testing.
- Insurance in place to mitigate the costs of a cyber attack.
- Firewall and security on IT regularly updated
- Use of cloud based storage with daily back up of data.
- Full review of email filter protection
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Weymouth Town Council Corporate Risk Register - Part A

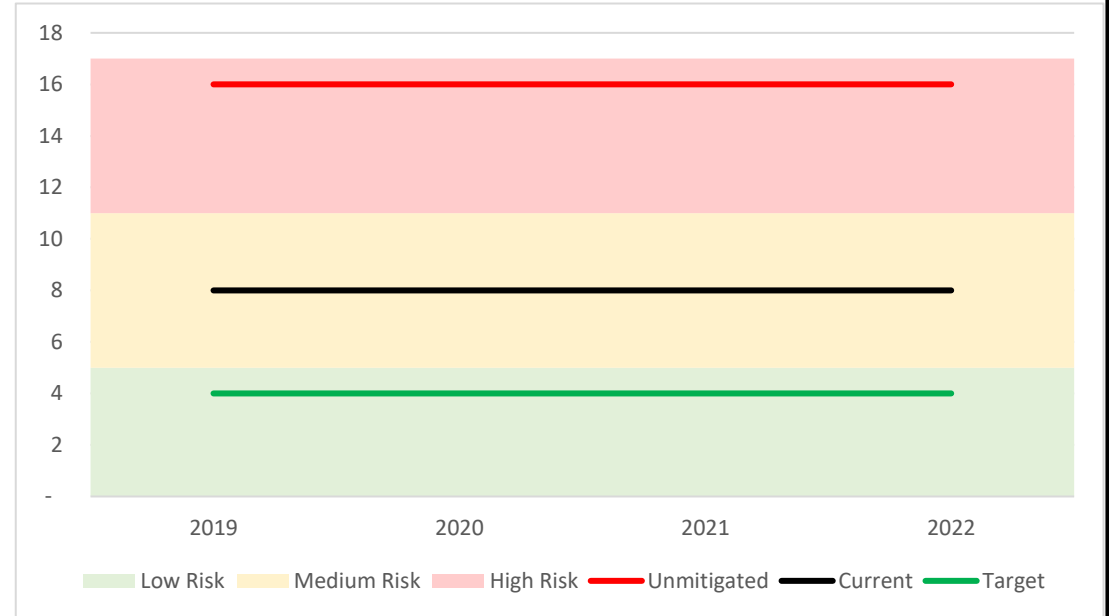
Risk: Breach of General Data Protection Regulations	Risk Owner: Deputy Town Clerk
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Risk Description:
Risk that a failure to comply with responsibilities as a Data Controller (under DPA 2018 / UK GDPR) leads to personal data being compromised, resulting in harm to individuals, loss of trust from residents, businesses and others, regulatory action, financial penalty and reputational damage.

Risk Rating:

	Likelihood	Impact	Rating
Unmitigated	4	4	16
Current	2	4	8
Target	1	4	4

if no actions were taken



Potential Impact:

- Confidential data compromised
- Disclosure of sensitive information
- Loss of public support
- Loss of reputation
- Legal Challenges
- Recovery costs

Current Actions/update (What we are currently doing about the risk – Causes Unmitigated Score to reduce to Current Score)

- 1 Cleansing of data files.
- 2 Implementation of Data Retention Policy
- 3 Introduction of mandatory essential training
- 4 Improved access controls to data held.
- 5 Exclusion of public and press at meetings during confidential items
- 6 Implementation of Bright HR to hold employee records and information
- 7 Use of strong passwords that are changed regularly
- 8 Data Protection and Privacy Policy
- 9
- 10
- 11

Weymouth Town Council Corporate Risk Register - Part B

	Current Score		Very Low Risk		Low Risk		Medium Risk			High Risk	
			1	2	3	4	6	8	9	12	16
Risk: Reputation - poor information provided to public, poor service & events provided to public, poor decision making by officers and councillors	Likelihood 2	4				Initial/Current Score					
	Impact 2					Acceptable Score					
Risk: Financial systems - limited number of staff fully trained on all aspects of the financial system	Likelihood 2	4				Current Score	Initial Score				
	Impact 2					Acceptable Score					
Risk: Compliance with legislation - lack of awareness or failure to comply with legislation	Likelihood 1	3			Current Score		Initial Score				
	Impact 3				Acceptable Score						
Risk: Poor service to customers - lack of equipment, lack of staff training, lack of service planning	Likelihood 2	4				Initial/Current Score					
	Impact 2					Acceptable Score					
Risk: Poor communications - lack of good communication: internal and external	Likelihood 1	2		Initial/Current Score							
	Impact 2			Acceptable Score							
Risk: Partnership working - working with partnerships with different priorities, processes and resources - also failure to maintain partnerships	Likelihood 1	2		Initial/Current Score							
	Impact 2			Acceptable Score							
Risk: WTC profile / public perception - poor public understanding of the role of the council and our services	Likelihood 2	4				Initial/Current Score					
	Impact 2					Acceptable Score					
Risk: Loss of equipment, funds or income - theft, fraud, poor control	Likelihood 2	4				Initial/Current Score					
	Impact 2					Acceptable Score					
Risk: IT - loss of service, loss through loss of building / ability to do business, loss of IT	Likelihood 1	3			Current Score					Initial Score	
	Impact 3				Acceptable Score						
Risk: Leadership - The vision of the Council as an ambitious , innovative and politically led Council is not realised	Likelihood 1	2		Current Score		Initial Score					
	Impact 2				Acceptable Score						
Risk: Leadership & Management - Lack of Strategic direction and leadership	Likelihood 1	2		Initial/Current Score							
	Impact 2			Acceptable Score							

Weymouth Town Council Corporate Risk Register - Part B

	Current Score		Very Low Risk		Low Risk		Medium Risk			High Risk	
			1	2	3	4	6	8	9	12	16
Risk: Governance - Failure to make robust informed decisions in compliance with legislation, consultation, openness, scrutiny	Likelihood 1	3			Initial/Current Score						
	Impact 3				Acceptable Score						
Risk: Loss of Staff capacity - Due to illness, organisational reorganisation or other unforeseen circumstances	Likelihood 1	3			Initial/Current Score						
	Impact 3				Acceptable Score						
Risk: Loss of decision making capacity (Councillors) - Due to illness, organisational reorganisation or other unforeseen circumstances	Likelihood 1	2		Initial/Current Score							
	Impact 2			Acceptable Score							

RISK SCORES

Likelihood

LIKELIHOOD RATING	SCORE	DESCRIPTION (THREATS)	POSSIBLE INDICATORS
Very likely	4		
		More than 75% chance of occurrence	Regular occurrence, Circumstances frequently encountered – daily/weekly/monthly
Likely	3		
		40%-75% chance of occurrence	Likely to happen at some point in the next 1-3 years, Circumstances occasionally encountered (few times a year)
Unlikely	2		
		10%- 40% chance of occurrence	Only likely to happen once every 3 or more years
Very unlikely	1		
		Less than 10% chance of occurrence	Has happened rarely/never before

RISK SCORES

Impact

IMPACT	SCORE	DESCRIPTION (THREATS)	POSSIBLE INDICATORS
Major	4	Major loss of service,	disruption over 5 days,
		Major injury/death risk to people, Major financial/budgetary implications,	One or more fatalities,
		Prosecution by Enforcing Authorities, Statutory/legislative mandate,	Financial loss over £500k,
		National media coverage,	Notice of Improvement Notice being served,
		Significant impact on performance	New regulations/Directive from Central Government, Newspaper/radio reports,
			Major delays in projects affecting service delivery
Serious	3	Loss of major service,	Service disruption 2-5 days,
		Major injury risk to people,	Major injuries to individual/several people,
		Serious financial/budgetary implications,	Financial loss £50-500k, Unscheduled Audit inspection/HSE visit,
		Attract scrutiny by Regulatory Bodies, Political mandate,	Impending legislation,
		Local media coverage,	Enquiries from local press/radio, Delays affecting the smooth flow of service delivery
		Medium impact on performance	
Significant	2	Significant impact on service objectives,	Service disruption 1-2 days,
		Severe injuries,	Some effect on normal work routines, Financial loss £5-50k,
		Significant financial/budgetary implications,	Questions raised through members, Minor delays quickly remedied
		Increased public awareness,	
		Low impact on performance	
Minor	1	Minimal disruptions not affecting service,	Minor disruptions in work routines,
		Very minor injuries to personnel, Minor financial loss	Not affecting work routines,
			Financial loss less than £5k

RISK SCORES MATRIX

LIKELIHOOD	Very likely	4	8	12	16
	Likely	3	6	9	12
	Unlikely	2	4	6	8
	Very unlikely	1	2	3	4
		Minor	Significant	Serious	Major

Glossary of Terms

Accept – A risk response that means RBC takes the chance that the risk will occur, usually after all viable options to treat the risk have been exhausted.

Consequences – The impact and implications for the organisation should the risk materialise.

Delegated control owner – The person chosen by the risk owner to oversee the implementations of controls on their behalf. The delegated risk owner reports progress in managing the risk to the owner.

Inherent risk (also known as unmitigated risk) – The level of risk before any actions have been taken to change the probability or impact.

Issue – An event that has already occurred i.e., not a risk.

Key Risk Indicator (KRI) – An early warning indicator that can be used to monitor a change in the likelihood or impact of a risk. Indicates that the risk event is about to materialise.

Likelihood – How likely the risk is to occur = the probability of the risk actually materialising.

Mitigate – The application of controls and actions to a risk to reduce its probability and/or impact down to acceptable levels. The industry uses the word 'treat' to describe managing risks.

Opportunity risk – Opportunity risks are those which are taken deliberately in line with RBC's risk appetite in order to gain a positive return.

Probability – See likelihood (above)

Residual risk (also known as current risk) – The remaining level of risk after mitigation and control measures have been taken.

Risk – The effect of uncertainty on objectives.

Risk action – Additional/further work required to mitigate the risk.

Risk analysis – Systematic use of available information to determine how often specific events may occur and the magnitude of the impact.

Risk appetite – Amount and type of risk that RBC is prepared to accept or tolerate.

Risk assessment – The process by which the significance of a risk is determined.

Risk category – The general areas, categories or types of risk that may face the Council.

Risk culture – Risk culture is 'the ways we do risk management within RBC'. The values, behaviours, and attitudes towards risk management.

Risk matrix – The table used for scoring the probability and impact of a risk to determine its overall rating.

Risk management – The term used to describe the process and activities operated to manage risk within RBC.

Risk chart – The pictorial model that displays the relationship between the likelihood and impact of specific risks.

Risk owner – The person responsible and accountable for the risk. They have the knowledge and seniority to allocate resources to manage the risk and ensure actions are completed.

Risk Management Policy/strategy – The document that sets out the principals of action regarding Risk Management and how it will be achieved.

Risk Management Process – A series of regular steps, carried out in sequence, by which risks are identified, evaluated, responded to, reported, and monitored.

Risk rating – The result of the probability and impact calculation for a risk.

Glossary of Terms

Risk register – The working document that records the risks identified and their key details such as title/description, risk owner, risk rating and the main controls in place to manage the risk. This is located on SharePoint.

Source – The things that could give rise to the risk / cause it to occur.

Stakeholder – Any individual, group or organisation that can affect, be affected by, to perceive itself to be affected by a risk.

Standing risks – Risks that will always face the Council, no matter how well they are managed.

Strategy – The processes and systems designed to achieve the long-term overall aim.

Target rating – The rating based on the lowest probability and impact scores deemed viable to manage the risk to an acceptable level given the number of resources available.

Treat – The industry uses the work 'treat' to describe managing risks. See 'Mitigate' above.