



**Weymouth Town Council**  
**Coporate Risk Register**

**February 2024**

# Index

<b>Index</b>	<b>Page 2</b>
<b>Corporate Risk Register</b>	<b>Page 3 - 5</b>
<b>Corporate Risk Register - Part A</b> Risks where the current score has yet to reach the acceptable score.	<b>Page 6 - 9</b>
<b>Corporate Risk Register - Part B</b> Risks where the current score have reached the acceptable score.	<b>Page 10 to 12</b>
<b>Risk Scores</b>	<b>Page 13 to 14</b>
<b>Risk Matrix</b>	<b>Page 15</b>
<b>Glossary of Terms</b>	<b>Page 16 to 17</b>

<b>Weymouth Town Council Strategic Risk Register</b>	<b>Feb-24</b>	<b>Doc RR24</b>	
--	---------------	-----------------	--

Ref No.	Name of Risk	Cause of Risk	Impact	Risk Owner	Original Risk Category (Likelihood /Impact)	Current Control Measures	Actions to be undertaken as additional measures in 2023/24	Were these actions completed in 2023/24	Actions to be undertaken in 2024/2025	Owner of Action	Current Risk Category (Likelihood /Impact)	Insurance cover held
1	Injury or death to person, including staff and councillors	accidents due to: poorly maintained building or equipment, trips and falls, hot surfaces and other scalds & burns, poorly planned events, terrorism	death or injury to person	TC	Medium L3 x I3 9	Systematic maintenance programme, training and procedures, use of risk assessments for events and high risk activity. Health and Safety activity including consultant support. H&S input and management by members and senior offices	Continued training and ongoing identification of risk , continued use of risk assessments. Continued increase in H&S input and management from senior officers and all staff. Engagement of specialist H&S advice to: Assess Safety Management System, structure and effectiveness <ul style="list-style-type: none"> <li>• Assess Safety Management relating to all site activities</li> <li>• Assess safety related training competencies across all activities</li> <li>• Assess risk relating to public liability</li> </ul>	Yes	Role out of online staff essential training modules. Continue with current measures.	TC / DTC	Medium L2 x I3 6 ↓	public liability, engineering inspection, vehicular
2	Staff well being	failure to recruit and maintain staff morale, failure to maintain staff health, significant workloads, effects of structure review.	loss of staff, loss of staff dedication & good will	TC	Medium L2 x I3 6	Staff meetings, 1:1 meetings, staff appraisals, social events, staff questionnaire, internal communications, Employee Assistance Programme, staff training programme, supporting charity days	Continue with established mitigation, and additional role out of wellbeing initiatives.	Ongoing	Continue with established mitigation, and additional role out of wellbeing initiatives.	TC	Medium L3 x I3 9 ↑	employers liability
3	Reputation	poor information provided to public, poor service & events provided to public, poor decision making by officers and councillors	loss of council reputation, loss of income, loss of public support	TC	Low L2 x I2 4	website up to date and accurate, well trained officers, careful management of services, staff training, continued development of communications, training of councillors, appropriate use of social media accounts	Continue to undertake website development and investigate alternative website providers to improve website provision. Adoption of the communications strategy.	Ongoing	Continue with established mitigation.	DTC	Low L2 x I2 4 →	slander
4	Financial systems	limited number of staff fully trained on all aspects of the financial system	inaccurate or unlawful budget management, inability to pay suppliers, lack of internal checks and controls	TC	Medium L3 x I2 6	additional staff trained in some aspects of budget/finance systems, continued development of Finance Team skills and competencies	Embed the role of Business Manager to add to capacity and resilience.	Yes	Continue with established mitigation.	DTC	Low L2 x I2 4 ↓	fraud
5	Compliance with legislation	lack of awareness of or failure to comply with legislation	WTC liable to enforcement activity or legal action	TC	Medium L2 x I3 6	professional staff encouraged to be aware and understand legislation, staff training, careful service planning, use of internal audit and other checks and controls to ensure continued compliance, consideration of legislation when designing new services, membership of professional bodies by managers, use of professional / consultant support where appropriate, CPD training by managers	Town Clerk, Deputy Town Clerk and the Assistant Town Clerk hold the CILCA Qualification.	Yes	Continued professional development for key staff. Identify development opportunities for all staff. Develop succession planning and development opportunities for officers	SLT	Low L1 x I3 3 ↓	public liability
6	Poor service to customers	lack of equipment, lack of staff training, lack of service planning	loss of income, loss of reputation	TC	Low L2 x I2 4	staff training, equipment maintenance and purchase budgets in place, continued service review, use of professional support when needed	Continue with established mitigation and continue to review staff training	Yes	Continue with established mitigation.	TC	Low L2 x I2 4 →	public liability
7	Poor communications	lack of good communication: internal and external	poor decisions, poor staff morale, mis-informed public	TC	Low L1 x I2 2	website up to date and accurate, well trained administration team, careful management of services	Potential risk to moral due to current organisational review. Continue with regular meetings and communications with staff. Adoption of the communications strategy.	Yes	Continue with established mitigation.	TC	Low L1 x I2 2 →	public liability

Ref No.	Name of Risk	Cause of Risk	Impact	Risk Owner	Original Risk Category (Likelihood /Impact)	Current Control Measures	Actions to be undertaken as additional measures in 2023/24	Were these actions completed in 2023/24	Actions to be undertaken in 2024/2025	Owner of Action	Current Risk Category (Likelihood /Impact)	Insurance cover held
8	Partnership working	working with partnerships with different priorities, processes and resources - also failure to maintain partnerships	loss of reputation, nugatory effort by WTC officers	TC	Low L1 x I2 2	detailed exploration before any partnerships, formal and informal , entered into regular assessment of value of project / partnership	ongoing with established mitigation	Yes	ongoing with established mitigation	TC	Low L1 x I2 2 →	public liability
9	WTC profile / public perception	poor public understanding of the role of the council and our services	lack of take up of services, lack of public engagement Reduced Service delivery or failure	TC	Low L2 x I2 4	website up to date and accurate, well trained and use of DC Customer Service staff, careful management of services, deliberate and positive publicity concerning services and issues, use of social media	Review of website and investigate alternative providers. Adoption of the communications strategy.	Yes	Review of website and investigate alternative providers.	TC	Low L2 x I2 4 →	slander
10	Loss of equipment, funds or income	theft, fraud, poor control	loss of funds / resources, loss of reputation	TC	Low L2 x I2 4	internal audit, financial accounting system, consideration of security of equipment, careful service planning	Ongoing review of the Councils Assets to maintain an accurate asset and equipment register	Yes	ongoing with established mitigation	DTC	Low L2 x I2 4 →	fraud, vehicular, public liability, all risks
11	IT	loss of service, loss through loss of building / ability to do business, loss of IT	loss of income, loss of service, loss of customers, loss of reputation	TC	High L3 x I4 12	maintenance of building and IT systems, IT backup systems, use of external support, use of cloud based storage	ongoing with established mitigation	Yes	Procurement and award of contract to a new IT provider	SLT	Low L1 x I3 3 ↓	Business interruption
12	Leadership	The vision of the Council as an ambitious , innovative and politically led Council is not realised	loss of reputation, lack of public engagement	TC	Low L2 x I2 4	website up to date and accurate, development of communications, use of social media accounts.	Implementation of the Councils vision, objectives and WTC Plan	Yes	ongoing with established mitigation	TC	Low L1 x I2 2 ↓	n/a
13	Leadership & Management	Lack of Strategic direction and leadership	Ability of Council to set objectives aligned to service delivery	TC	Low L1 x I2 2	Careful management of services, weekly Senior Management Team meetings	Ongoing development of the Councils vision, objectives and Corporate Plan. Review of SLT weekly meetings.	Ongoing	ongoing with established mitigation	TC	Low L1 x I2 2 →	n/a
14	Management	Lack of effective management of Services	Poor performance loss of reputation not achieving best value	TC	Low L1 x I2 2	Careful management of services, weekly Senior Management Team meetings, experienced qualified staff	Previously amber due to ongoing organisational change. Change now becoming embedded and staff recruited. Monthly manager meetings. Refresh of business plans	Ongoing	ongoing with established mitigation	TC	Low L1 x I2 2 →	Official Indemnity
15	Financial	Significant reduction in income supporting service delivery and wider Council budget	Risk to service delivery, Increase pressure on other budgets	TC	Low L1 x I3 3	Regular review of income received. Monthly review of aged debtor reports. Control of costs. Work within agreed budgets, Monitor utility providers, Annual maintenance plans	Budget training for managers so that they have ownership of income budgets and income generation for their service areas	Ongoing	Continued budget monitoring training. Agree and implement a budget monitoring standard across all teams.	DTC	Low L1 x I3 3 →	Public Liability, Property
16	Financial	Failure to adequately manage finances leads to an overspend which is unsustainable in the medium term	Reduction in usable reserves, qualified audit opinion, Unacceptable increase in precept	TC	Low L1 x I2 2	Financial controls set out in Standing Orders and Financial Regulations. Clarity of budgetary responsibilities	Continue with established mitigation	Yes	Continue with established mitigation	TC	Low L1 x I2 2 →	n/a
17	Procurement	Failure to procure supplies and services correctly resulting in legal challenge or poor value for money	Risk of legal challenge, loss of reputation	TC	Medium L2 x I3 6	Financial controls set out in Standing Orders and Financial Regulation. Good Officer understanding of procurement procedures	ongoing with established mitigation	Yes	Continue with established mitigation	DTC	Low L1 x I3 3 ↓	Official Indemnity
18	Policies	Failure to introduce and implement appropriate policies	Council workstreams not managed in line with legal requirements or best practise	TC	Medium L2 x I3 6	Policies reviewed and adopted by Full Council	Continue to keep up to date with legislation and amend and implement new policies as required.	Yes	Continue with established mitigation	TC	Low L1 x I3 3 ↓	Official Indemnity, Employers Liability, Public Liability
19	ICT / Data	Loss of ICT or data through cyber attack	Confidentiality compromised, loss of sensitive information	TC	High L3 x I4 12	Firewall and security on IT regularly updated, use of cloud based storage, procurement of IT managed service, cloud based storage for system databases	Introduction of mandatory essential training for staff	Yes	Re-tender of IT support contract to include full review of email filter protection.	SLT	High L4 x I3 12 →	fraud
20	General Data Protection Regulations	Failure to safeguard personal information or the misuse of information leads to a breach of the regulations	Confidentiality compromised, loss of sensitive information	TC	Medium L2 x I4 8	Firewall and security on IT regularly updated, use of cloud based storage, procurement of IT managed service	All staff to undertake GDPR training as part of online training	Yes	Embedding of Data Retention Policy. Cleansing of data files.	SLT	Medium L2 x I4 8 →	Official Indemnity, Public Liability

Ref No.	Name of Risk	Cause of Risk	Impact	Risk Owner	Original Risk Category (Likelihood /Impact)	Current Control Measures	Actions to be undertaken as additional measures in 2023/24	Were these actions completed in 2023/24	Actions to be undertaken in 2024/2025	Owner of Action	Current Risk Category (Likelihood /Impact)	Insurance cover held
21	Climate Emergency Response	Failure to reduce carbon impact from services and Council activities, and implement mitigation measures to meet Climate change and Ecological emergency resolution	loss of council reputation, loss of public support	TC	Low L1 x I2 2	Establishment of Clean and Green working group to monitor actions and performance	ongoing with established mitigation	Yes	ongoing with established mitigation	TC	Low L1 x I2 2 →	n/a
22	Health & Safety	Failure to protect the Health, safety & Wellbeing of staff and/or contractors and Public	Significant financial and /or reputational damage	TC	Medium L2 x I3 6	Appropriate staff receive regular H&S training, staff attend formal H&S training where needed, dedicated officer responsible of overall H&S monitoring and review. Health and Safety Group.	Introduction of mandatory essential training for staff	Yes	ongoing with established mitigation	SLT	Low L1 x I3 3 ↓	Employer Liability, Public Liability
23	Safeguarding	Failure to safeguard children or vulnerable adult e.g. Lost Children services	Significant financial and /or reputational damage, legal challenge	TC	Low L1 x I4 4	DBS checked staff where required, provision of training, review of procedures, experienced staff	Introduction of mandatory essential training for staff	Yes	ongoing with established mitigation	SLT	Low L1 x I4 4 →	Official Indemnity
24	Asset Management	Failure to manage, invest and maintain Councils Assets	Gradual deterioration and long term costs higher than necessary, Reputational Risk, Unexpected expenses occurring	TC	High I3 x I4 12	Inspection regime in place, regular works and renewals such as paintwork to be carried out inhouse.	Online asset management being created as part of parish online. Maintenance schedule for the next 3-5 years also being developed for F&G in March	Ongoing	Review of asset and equipment databases. Teams to undertake asset audits.	ATC	Medium L1 x I4 4 ↓	Property
25	Pension Provision	Level of commitments	Reduction in funds available to front line services, Risk to reputation, loss of public support	TC	Low L1 x I3 3	Robust financial planning, budget working group considers future financial considerations	ongoing with established mitigation	Yes	ongoing with established mitigation	TC	Low L1 x I3 3 →	n/a
26	Continuity Planning	Failure to undertake continuity planning including business continuity, community emergency plan. Operational risk register	Delivery of services is compromised	TC	Medium I3 x I3 9	Business continuity insurance, Officers have the ability to work from home, use of cloud based storage, mobile phones for staff, procurement of a external IT support service	ongoing with established mitigation	Yes	ongoing with established mitigation	TC	Low L1 x I3 3 ↓	Business Continuity
27	Governance	Failure to make robust informed decisions in compliance with legislation, consultation, openness, scrutiny, high quality data etc.	Failure to achieve these high standards can lead to both reputational and financial loss.	TC	Low L1 x I3 3	Internal Audit carried out by recognised company, Financial regulations regularly updated. Processes and procedures followed. Key Staff trained. Annual Review	ongoing with established mitigation	Yes	ongoing with established mitigation	TC	Low L1 x I3 3 →	Official Indemnity
28	Loss of Staff capacity	Due to illness, organisational reorganisation or other unforeseen circumstances	Inability to safely run services and maintain Council functions eg Democratic or financial management	TC	Low L1 x I3 3	Health and safety and Wellbeing programme. Good links with Agencies providing staff cover.	Ensuring that there are team business continuity plans in place and that there is skill sharing to cover for loss of staff, holiday and long term absence. Ensure that there is a knowledge audit across all teams	Ongoing	Continue with skill sharing to cover for loss of staff, holiday and long term absence. Ensure that there is a knowledge audit across all teams	SLT	Low L1 x I3 3 →	Business continuity. Public Liability.
29	Loss of decision making capacity (Councillors)	Due to illness, organisational reorganisation or other unforeseen circumstances	Inability to make decisions regarding services and finances.	TC	Low L1 x I2 2	Health and safety and Wellbeing programme. Emergency powers in Standing Orders and Fin regs.	ongoing with established mitigation	Yes	ongoing with established mitigation	TC	Low L1 x I2 2 →	Business continuity. Official Indemnity.

## Weymouth Town Council Corporate Risk Register - Part A

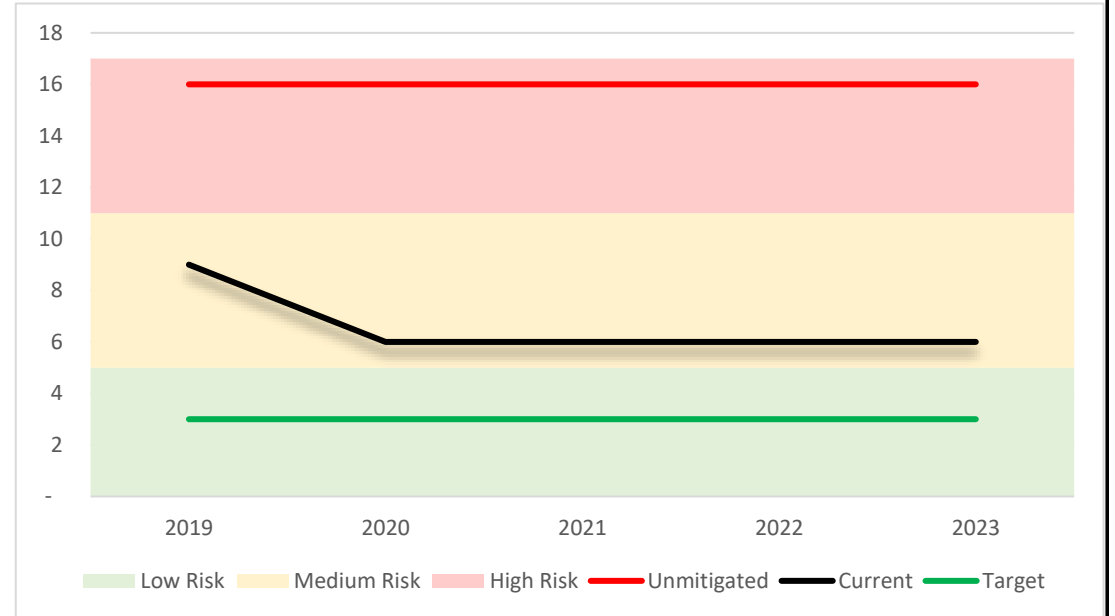
<b>Risk:</b> Injury or death to person, including staff, councillors and members of the public	<b>Risk Owner:</b> Property Manager
---	--

**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
<b>Unmitigated</b>	4	4	<b>16</b>
<b>Current</b>	2	3	<b>6</b>
<b>Target</b>	1	3	<b>3</b>

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)**

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

## Weymouth Town Council Corporate Risk Register - Part A

<b>Risk:</b> Staff Wellbeing	<b>Risk Owner:</b> Town Clerk
---------------------------------	----------------------------------

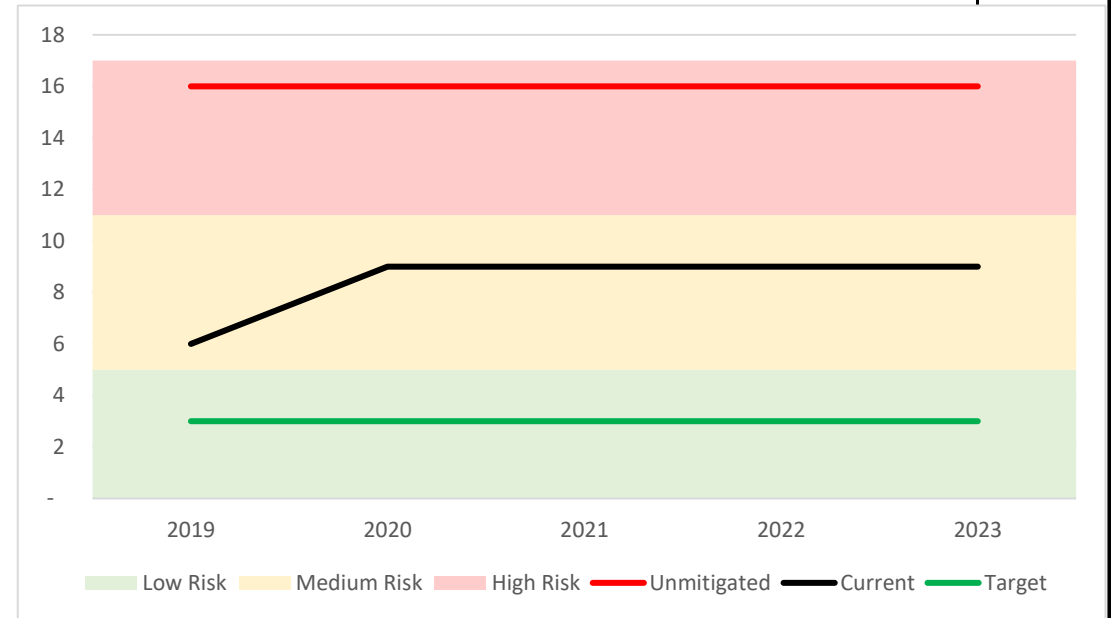
### Risk Description:

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

### Risk Rating:

	Likelihood	Impact	Rating
<b>Unmitigated</b>	4	4	<b>16</b>
<b>Current</b>	3	3	<b>9</b>
<b>Target</b>	1	3	<b>3</b>

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

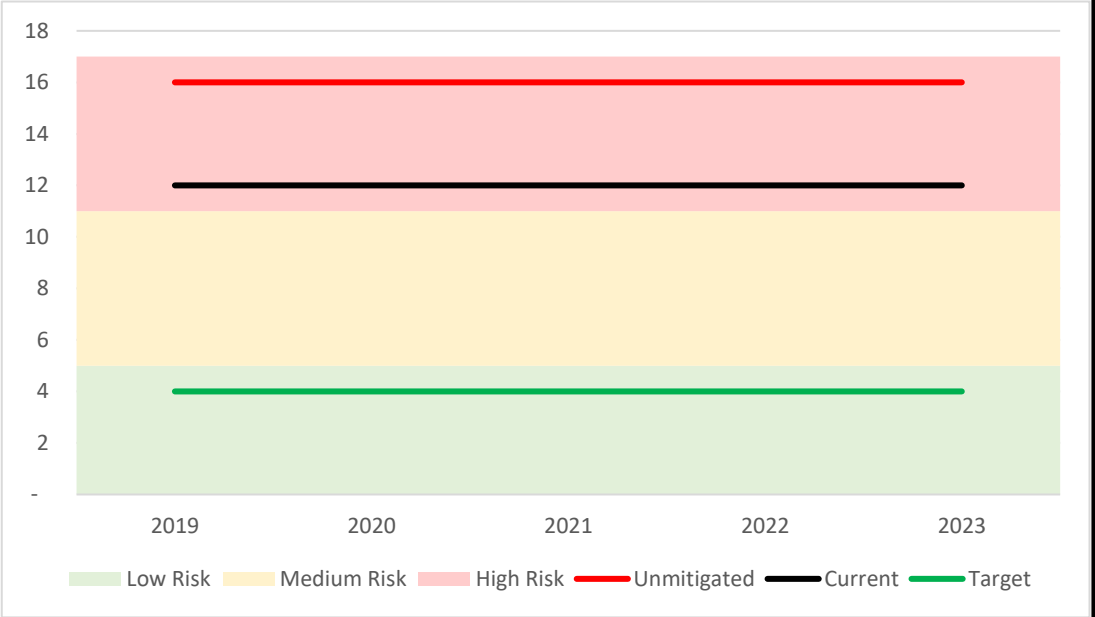
<b>Risk:</b> Loss of ICT or data through cyber attack	<b>Risk Owner:</b> Deputy Town Clerk
--	---

**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
<b>Unmitigated</b>	4	4	<b>16</b>
<b>Current</b>	4	3	<b>12</b>
<b>Target</b>	2	2	<b>4</b>

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
- 
- 
-



## Weymouth Town Council Corporate Risk Register - Part A

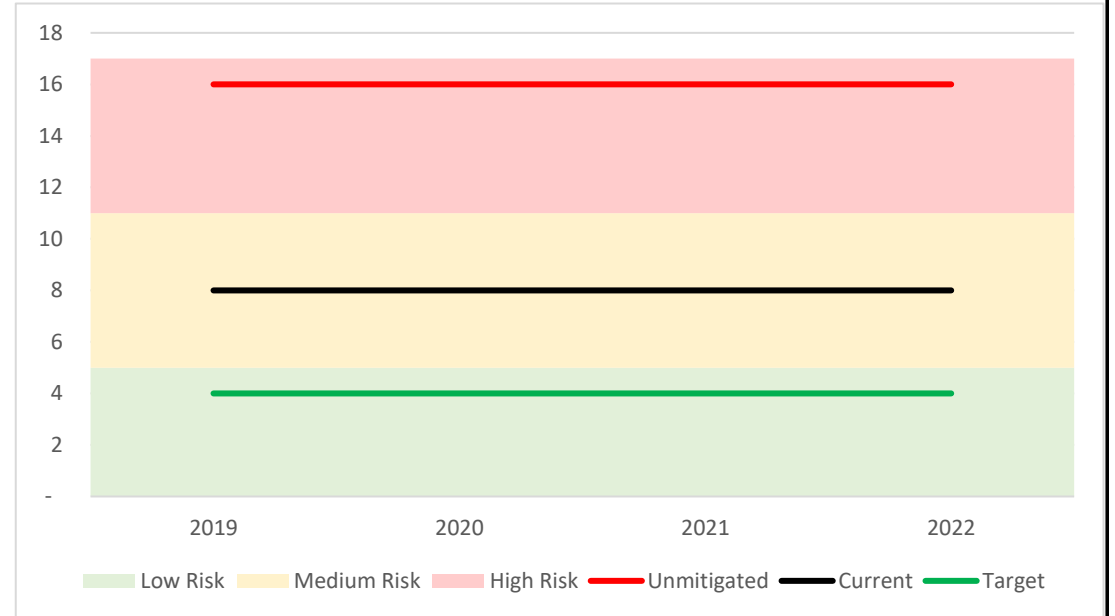
<b>Risk:</b> Breach of General Data Protection Regulations	<b>Risk Owner:</b> Deputy Town Clerk
---	---

**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
<b>Unmitigated</b>	4	4	<b>16</b>
<b>Current</b>	2	4	<b>8</b>
<b>Target</b>	1	4	<b>4</b>

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
<b>Risk:</b> Reputation - poor information provided to public, poor service & events provided to public, poor decision making by officers and councillors	Likelihood 2	<b>4</b>				Initial/Current Score					
	Impact 2					Acceptable Score					
<b>Risk:</b> Financial systems - limited number of staff fully trained on all aspects of the financial system	Likelihood 2	<b>4</b>				Current Score	Initial Score				
	Impact 2					Acceptable Score					
<b>Risk:</b> Compliance with legislation - lack of awareness or failure to comply with legislation	Likelihood 1	<b>3</b>			Current Score		Initial Score				
	Impact 3				Acceptable Score						
<b>Risk:</b> Poor service to customers - lack of equipment, lack of staff training, lack of service planning	Likelihood 2	<b>4</b>				Initial/Current Score					
	Impact 2					Acceptable Score					
<b>Risk:</b> Poor communications - lack of good communication: internal and external	Likelihood 1	<b>2</b>		Initial/Current Score							
	Impact 2			Acceptable Score							
<b>Risk:</b> Partnership working - working with partnerships with different priorities, processes and resources - also failure to maintain partnerships	Likelihood 1	<b>2</b>		Initial/Current Score							
	Impact 2			Acceptable Score							
<b>Risk:</b> WTC profile / public perception - poor public understanding of the role of the council and our services	Likelihood 2	<b>4</b>				Initial/Current Score					
	Impact 2					Acceptable Score					
<b>Risk:</b> Loss of equipment, funds or income - theft, fraud, poor control	Likelihood 2	<b>4</b>				Initial/Current Score					
	Impact 2					Acceptable Score					
<b>Risk:</b> IT - loss of service, loss through loss of building / ability to do business, loss of IT	Likelihood 1	<b>3</b>			Current Score					Initial Score	
	Impact 3				Acceptable Score						
<b>Risk:</b> Leadership - The vision of the Council as an ambitious , innovative and politically led Council is not realised	Likelihood 1	<b>2</b>		Current Score		Initial Score					
	Impact 2				Acceptable Score						
<b>Risk:</b> Leadership & Management - Lack of Strategic direction and leadership	Likelihood 1	<b>2</b>		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
<b>Risk:</b> Management - Lack of effective management of Services	Likelihood 1	<b>2</b>		Initial/Current Score							
	Impact 2			Acceptable Score							
<b>Risk:</b> Financial - Significant reduction in income supporting service delivery and wider Council budget	Likelihood 1	<b>3</b>		Initial/Current Score							
	Impact 3			Acceptable Score							
<b>Risk:</b> Financial - Failure to adequately manage finances leads to an overspend which is unsustainable in the medium term	Likelihood 1	<b>2</b>		Initial/Current Score							
	Impact 2			Acceptable Score							
<b>Risk:</b> Procurement - Failure to procure supplies and services correctly resulting in legal challenge or poor value for money	Likelihood 1	<b>3</b>		Current Score		Initial Score					
	Impact 3			Acceptable Score							
<b>Risk:</b> Policies - Failure to introduce and implement appropriate policies	Likelihood 1	<b>3</b>		Current Score		Initial Score					
	Impact 3			Acceptable Score							
<b>Risk:</b> Climate Emergency Response - Failure to reduce carbon impact from services and Council activities, and implement mitigation measures	Likelihood 1	<b>2</b>		Initial/Current Score							
	Impact 2			Acceptable Score							
<b>Risk:</b> Health & Safety - Failure to protect the Health, safety & Wellbeing of staff and/or contractors and Public	Likelihood 1	<b>3</b>		Current Score		Initial Score					
	Impact 3			Acceptable Score							
<b>Risk:</b> Safeguarding - Failure to safeguard children or vulnerable adult e.g. Tumbledown	Likelihood 1	<b>4</b>		Initial/Current Score							
	Impact 4			Acceptable Score							
<b>Risk:</b> Asset Management - Failure to manage, invest and maintain Councils Assets	Likelihood 2	<b>4</b>		Current Score						Initial Score	
	Impact 2			Acceptable Score							
<b>Risk:</b> Pension Provision - Level of commitments	Likelihood 1	<b>3</b>		Initial/Current Score							
	Impact 3			Acceptable Score							
<b>Risk:</b> Continuity Planning - Failure to undertake continuity planning including business continuity, community emergency plan.	Likelihood 1	<b>3</b>		Current Score					Initial Score		
	Impact 3			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
<b>Risk:</b> Governance - Failure to make robust informed decisions in compliance with legislation, consultation, openness, scrutiny	Likelihood 1	<b>3</b>			Initial/Current Score						
	Impact 3				Acceptable Score						
<b>Risk:</b> Loss of Staff capacity - Due to illness, organisational reorganisation or other unforeseen circumstances	Likelihood 1	<b>3</b>			Initial/Current Score						
	Impact 3				Acceptable Score						
<b>Risk:</b> Loss of decision making capacity (Councillors) - Due to illness, organisational reorganisation or other unforeseen circumstances	Likelihood 1	<b>2</b>		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.