



Weymouth Town Council
Corporate Risk Register

February 2026

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Weymouth Town Council Strategic Risk Register	Feb-26	Doc RR24	
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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 2025/26	Were these actions completed in 2025/26	Actions to be undertaken in 2026/2027	Owner of Action	Current Risk Category (Likelihood /Impact)	Insurance cover held
1	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	Re-tender of IT support contract to include full review of email filter protection. Review of IT security and penetration testing. Implementation of testing findings	Yes	Continue with essential training, penetration testing of systems	SLT	Medium L3 x I3 9 ↓	fraud
2	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
3	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 • Assess Safety Management relating to all site activities • Assess safety related training competencies across all activities • Assess risk relating to public liability • Essential training introduced	Yes	Staff complete essential training modules. Managers to receive H&S training. Continue with current measures.	SLT	Medium L2 x I3 6 ↓	public liability, engineering inspection, vehicular
4	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. Essential training modules are mandatory	Ongoing	Continue with established mitigation, and additional role out of wellbeing initiatives.	TC	Medium L2 x I3 6 →	employers liability
5	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. Review of council communications function. Development of revised communications strategy	SLT	Low L2 x I2 4 →	slander
6	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	RFO	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. Introduction of new financial management system in December 2025	Yes	Review of resources and team structure to best provide resilience	DTC	Low L2 x I2 4 ↓	fraud
7	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.	SLT	Low L2 x I2 4 →	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 2025/26	Were these actions completed in 2025/26	Actions to be undertaken in 2026/2027	Owner of Action	Current Risk Category (Likelihood /Impact)	Insurance cover held
8	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 staff, careful management of services, deliberate and positive publicity concerning services and issues, use of social media	Review of website and investigate alternative providers.	Yes	Review of website and investigate alternative providers.	TC	Low L2 x I2 4 →	slander
9	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/ATC	Low L2 x I2 4 →	fraud, vehicular, public liability, all risks
10	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
11	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 L3 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 1-5 years reported as part of the budget setting process.	Ongoing	Review of asset and equipment databases. Teams to undertake asset audits. Review and procurement of new asset management system	ATC	Medium L1 x I4 4 ↓	Property
12	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
13	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	Procurement and award of contract to a new IT provider. Review of IT security and penetration testing. Implementation of testing findings	Yes	ongoing with established mitigation	SLT	Low L1 x I3 3 ↓	Business interruption
14	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	Continued budget monitoring training. Agree and implement a budget monitoring standard across all teams.	Ongoing	ongoing with established mitigation	DTC	Low L1 x I3 3 →	Public Liability, Property
15	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	Review of procurement regulations and link to the transparency code requirements	DTC	Low L1 x I3 3 ↓	Official Indemnity
16	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
17	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. DTC and ATC completed IOSH Training. Introduction of H&S handbooks. External H&S Audit.	Yes	ongoing with established mitigation	SLT	Low L1 x I3 3 ↓	Employer Liability, Public Liability

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18	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
19	Continuity Planning	Failure to undertake continuity planning including business continuity, community emergency plan. Operational risk register	Delivery of services is compromised	TC	Medium L3 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 an external IT support service	ongoing with established mitigation	Yes	ongoing with established mitigation	TC	Low L1 x I3 3 ↓	Business Continuity
20	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
21	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.
22	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	Continue with regular meetings and communications with staff. Adoption of the communications strategy.	Ongoing	Review of council communications function. Development of revised communications strategy	SLT	Low L1 x I2 2 →	public liability
23	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
24	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. New corporate plan style more engaging. Development of golden thread through the "bookcase"	Yes	ongoing with established mitigation	TC	Low L1 x I2 2 ↓	n/a
25	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.	Yes	ongoing with established mitigation	SLT	Low L1 x I2 2 →	n/a
26	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	Regular manager meetings. Review of business plans	Ongoing	ongoing with established mitigation	SLT	Low L1 x I2 2 →	Official Indemnity
27	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	DTC	Low L1 x I2 2 →	n/a

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 2025/26	Were these actions completed in 2025/26	Actions to be undertaken in 2026/2027	Owner of Action	Current Risk Category (Likelihood /Impact)	Insurance cover held
28	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
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

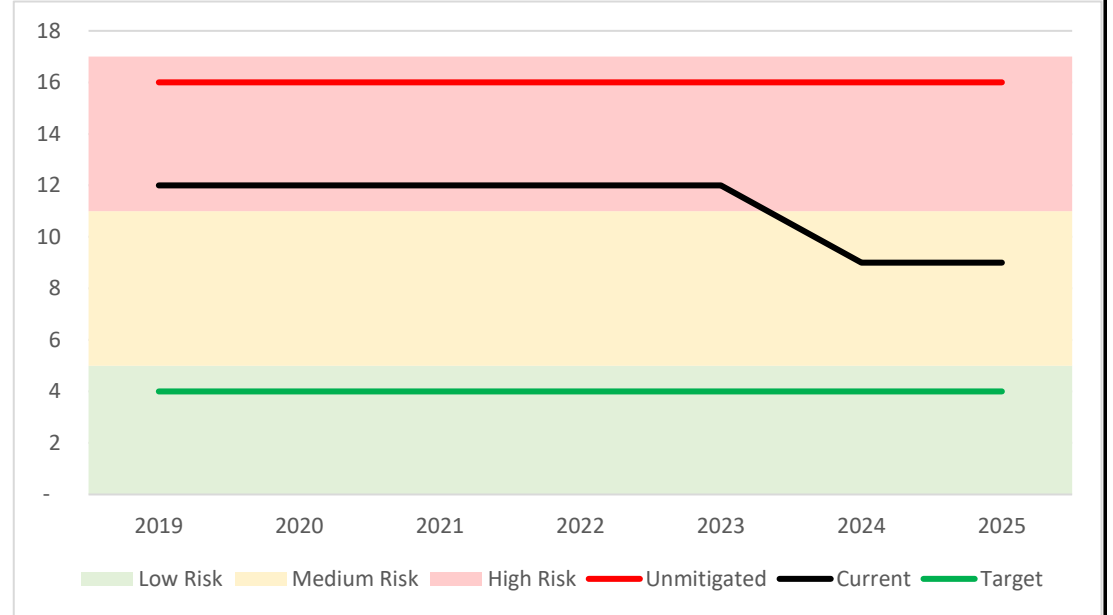
Risk: Loss of ICT or data through cyber attack	Risk Owner: Deputy Town Clerk
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Risk Description:
In the event of failing to maintain and ensure the use of our security systems, technical protocols and change management processes, there is a risk of a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

Risk Rating:

	Likelihood	Impact	Rating
Unmitigated	4	4	16
Current	3	3	9
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 was re-tendered and the new provider was 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
- External person to undertake information audit
- Approval of IT Policy

Weymouth Town Council Corporate Risk Register - Part A

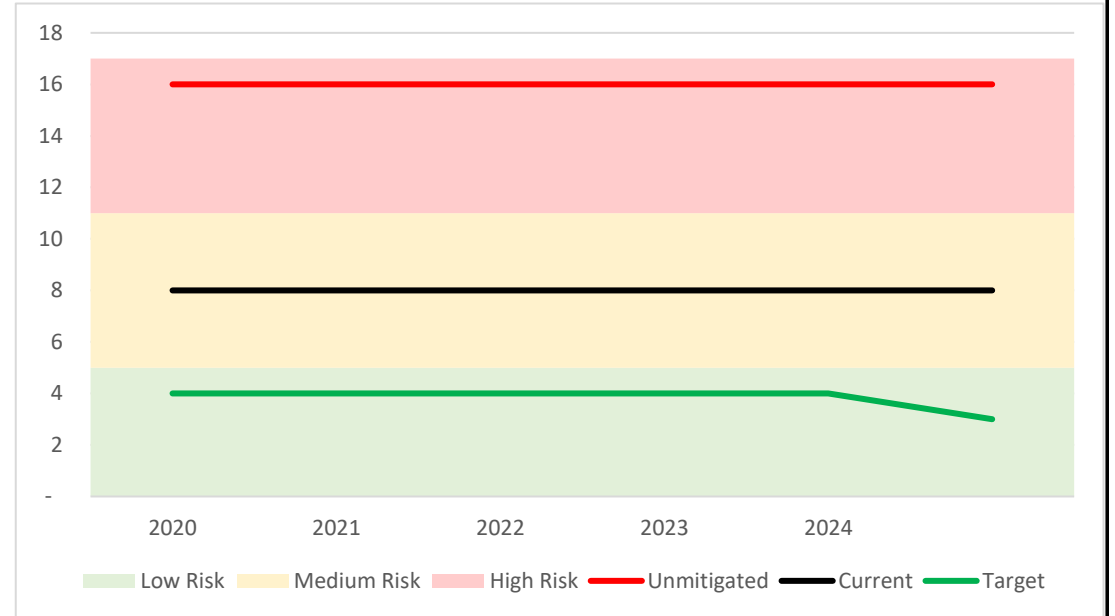
Risk: Breach of General Data Protection Regulations	Risk Owner: Deputy Town Clerk
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Risk Description:
Risk that a failure to comply with responsibilities as a Data Controller (under DPA 2018 / UK GDPR) leads to personal data being compromised, resulting 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	3	3

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)

- Cleansing of data files.
- Implementation of Data Retention Policy
- Introduction of mandatory essential training
- Improved access controls to data held.
- Exclusion of public and press at meetings during confidential items
- Implementation of Bright HR to hold employee records and information
- Use of strong passwords that are changed regularly
- Data Protection and Privacy Policy
- External person to undertake information audit
- Approval of IT Policy
- Internal auditor to review compliance with assertion 10

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.

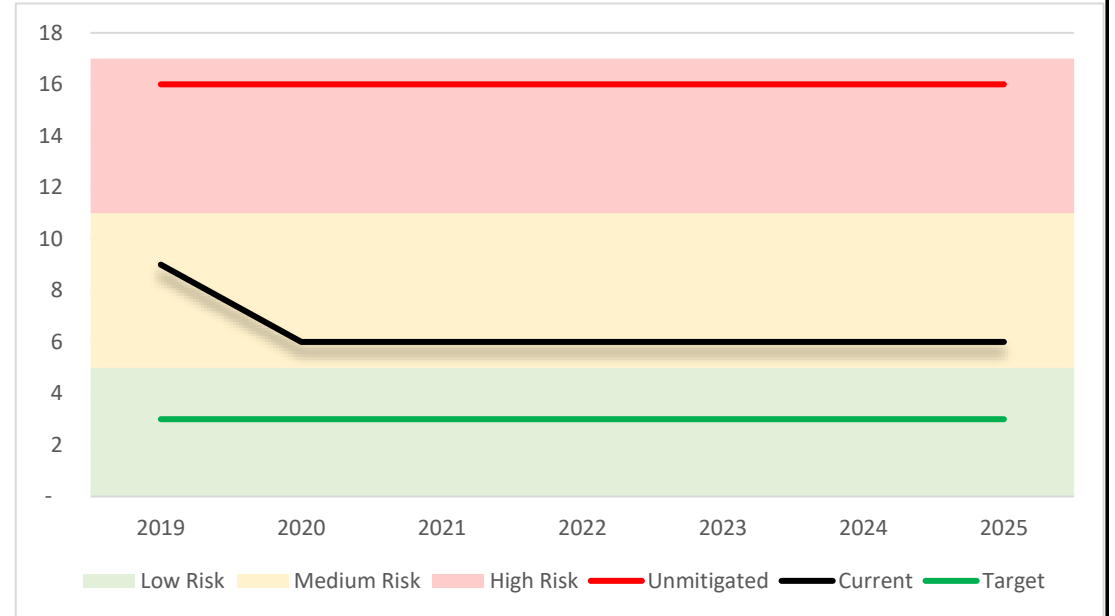
Risk Rating:

	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 Advisor 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

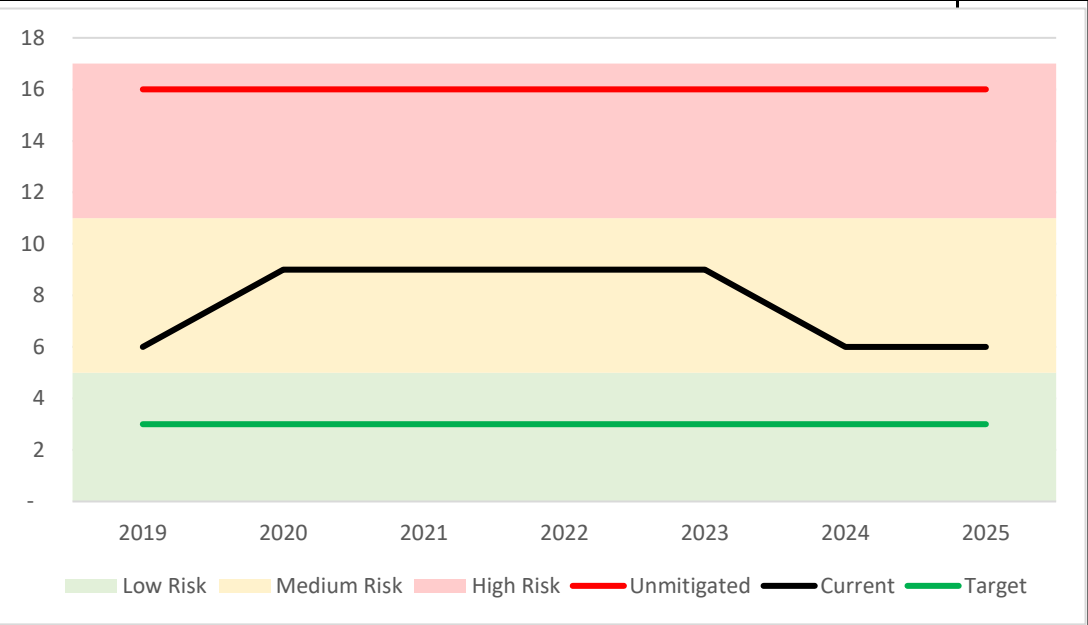
Risk: Staff Wellbeing	Risk Owner: Town Clerk
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Risk Description:
Failure to recruit and maintain staff morale, failure to maintain staff health, significant workloads, effects of structure review.

Risk Rating:

	Likelihood	Impact	Rating
Unmitigated	4	4	16
Current	2	3	6
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 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: 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: 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: Safeguarding - Failure to safeguard children or vulnerable adult e.g. Tumbledown	Likelihood 1	4				Initial/Current Score					
	Impact 4					Acceptable Score					
Risk: Asset Management - Failure to manage, invest and maintain Councils Assets	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: 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: Financial - Significant reduction in income supporting service delivery and wider Council budget	Likelihood 1	3				Initial/Current 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
Risk: Procurement - Failure to procure supplies and services correctly resulting in legal challenge or poor value for money	Likelihood 1	3			Current Score		Initial Score				
	Impact 3				Acceptable Score						
Risk: Policies - Failure to introduce and implement appropriate policies	Likelihood 1	3			Current Score		Initial Score				
	Impact 3				Acceptable Score						
Risk: Health & Safety - Failure to protect the Health, safety & Wellbeing of staff and/or contractors and Public	Likelihood 1	3			Current Score		Initial Score				
	Impact 3				Acceptable Score						
Risk: Pension Provision - Level of commitments	Likelihood 1	3			Initial/Current Score						
	Impact 3				Acceptable Score						
Risk: Continuity Planning - Failure to undertake continuity planning including business continuity, community emergency plan.	Likelihood 1	3			Current Score			Initial Score			
	Impact 3				Acceptable Score						
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: 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: 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						

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: Leadership & Management - Lack of Strategic direction and leadership	Likelihood 1	2		Initial/Current Score							
	Impact 2			Acceptable Score							
Risk: Management - Lack of effective management of Services	Likelihood 1	2		Initial/Current Score							
	Impact 2			Acceptable Score							
Risk: Financial - Failure to adequately manage finances leads to an overspend which is unsustainable in the medium term	Likelihood 1	2		Initial/Current Score							
	Impact 2			Acceptable Score							
Risk: Climate Emergency Response - Failure to reduce carbon impact from services and Council activities, and implement mitigation measures	Likelihood 1	2		Initial/Current Score							
	Impact 2			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.