

A Risk Register for The Charter Trustees

RISK REGISTER COMPLETED BY: **Democratic Services**

DATE: #####

Risk Key:

- Corporate Risk Categories:**
 Pol=Political Enviro=Environmental
 Econ=Economic Comp=Competitive
 S=Social Cust=Customer/Citizen
 T=Technological Rep=Reputation
 L=Legislative Phys=Physical
- Service Risk Categories:**
 Res=Resource Cont=Contractual
 L=Legal T=Technological
 Enviro=Environmental

Objectives of the Project, Policy, Initiative, Service etc:

- A:
 B:
 C:
 D:
 E:
 F:

Further Action RAG Status Option Definitions	
Red	Serious challenge, remedial action required, &/or out of tolerance
Amber	Some challenges, mitigating action in place, &/or within tolerance
Green	On track
Blue	Complete
White	Not started
Black	Cancelled

Risk No	Gross/Initial Risk			Risk Category/ies	Risk Owner	Gross Risk Score (ie as if no mitigations/controls in place)			Risk Mitigation/Control Measures Put in Place	Net Risk Score (ie rating of the risk with current controls or procedures in place)			Further Action (ie mitigation/controls) required	Control/Action Owner	Control/Action RAG Status	Control/Action Target Completion Date (DD/MM/YYYY)	Target Risk Score (ie rating of risk once these new actions successfully implemented)		
	Risk (uncertainty which may affect objective)	Risk Cause (definite situational facts affecting the objective)	Risk Impact (contingent effect on objective)			I	L	S		I	L	S					I	L	S
1	Failure to safeguard Assets	Damage to or loss of civic regalia	Loss of irreplaceable items	Res	Charter Trustees	4	1	4	All appropriate measures are in place to secure and safeguard these historical ceremonial assets	4	1	4	Undertake an annual asset verification to maintain the integrity of the assets and a review of the insurance arrangements.	Deputy Head of Democratic Services	White	Dec-20	4	1	4
2	Failure to safeguard resources	Non-compliance with the financial regulations adopted by the Charter Trustees	Loss of financial revenue from the Charter Trustee accounts	Res	Charter Trustees	2	1	2	The Charter Trustees have operated in accordance with the BCP Council Financial Regulations this will continue until such time as the Charter Trustees develop their own financial regulations. In addition it is necessary to define the role of the budget signatories as recommended by the internal audit report.	1	1	1	Introducation and approval of Financial Regulations for the Charter Trustees	Deputy Head of Democratic Services, Responsible Financial Officer	White	Nov-20	1	1	1
3	Failure to prevent civic dignitary from sustaining personal injury	Civic dignitary sustains an injury at an engagement	Potential liability and claim against the Charter Trustees and reputational damage	Phys	Charter Trustees	3	1	3	In order to ensure the personal safety of Civic dignitaries at engagements and events all appropriate arrangements would be put in place with the event organisers in consultation with the Civic Team. Eg Chauffeur always in attendance when chains of officiating occur.	3	1	3	Neither the Mayors or former Mayors have raised any concerns in respect of further measures being required. No further action has been identified.	Deputy Head of Democratic Services	Green	N/A	3	1	3
4	Failure to prevent civic dignitary from contracting Covid 19	Exposure of civic dignitaries and civic team to the virus	Increase risk of spreading the virus on a local basis	Phys	Charter Trustees	2	3	6	In order to comply with current Government guidance all engagements will cease and alternative options such as undertaking engagements virtually are considered.	2	1	2	To continue to monitor and adhere to Government guidance on social distancing.	Deputy Head of Democratic Services	Green	Ongoing	2	1	2