

Bournemouth Charter Trustee Risk Register



Reference

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Activity	Risk Register			Likelihood x Severity = Risk Rating	SEVERITY					
Service Unit	Law and Governance				1 Complete	2 On track	3 Some challenges, mitigation action in place	4 Serious challenge, remedial action in place		
Department	Civic Team				LIKELIHOOD	1 Rare	1	2	3	4
Assessed By						2 Unlikely	2	4	6	8
Assessment Date	2020	Date Review Due				3 Likely	3	6	9	12
				4 Certain		4	8	12	16	

RISK RATING (Likelihood x Severity = Risk Rating)		
1 – 2	Low	No further action necessary. Controls to be monitored to ensure that they remain suitable.
3 – 4	Medium	If likelihood is likely or certain, identify and implement further controls as soon as is practicable. In all cases controls to be monitored to ensure that they remain suitable.
6 – 9	High	If likelihood is likely or certain, identify and implement further controls without delay. In all cases controls to be monitored to ensure that they remain suitable.
12 - 16	Extreme	Activity must not proceed until further controls have been identified and implemented, to reduce risk rating to an acceptable level.

Risk	Risk Cause	Risk Impact	Measures Put in Place	Gross Risk rating			Further Action/Mitigation Controls Required	Control/Action Target Date	Person responsible	Target Risk Rating		
				L	S	R				L	S	R
Historical and ceremonial assets	Loss of civic regalia	Loss of irreplaceable items	Asset Register with photos stored in a secure online folder, Insurance Policy, items securely stored in the safe in the Civic Office or alarmed Parlour.	1	3	3	Time register kept of removal and return of assets taken off site. Annual check of assets held. Review of the Insurance arrangements. Charter Trustees to decide on the frequency of a full evaluation of the assets (cost £1500 in 2019)	Dec 2020	Deputy Head of Democratic Services	1	2	2
Historical and ceremonial assets	Damage to Civic Regalia	Damage to items	All assets stored appropriately when not in use. Appropriate cleaning/polishing methods to be applied.	2	3	6	Review of the Insurance arrangements. Discourage Civic Dignitaries from self-	Dec 2020	Deputy Head of Democratic Services	1	2	2

Risk	Risk Cause	Risk Impact	Measures Put in Place	Gross Risk rating			Further Action/Mitigation Controls Required	Control/Action Target Date	Person responsible	Target Risk Rating		
				L	S	R				L	S	R
			Gloves worn at all times when handling assets.				removal of the Civic Regalia. Discourage members of the public from handling the Civic Regalia.					
Finance	Non-compliance with the financial regulations adopted by the Charter Trustees	Loss of financial revenue from the Charter Trustee accounts	The Charter Trustees have operated in accordance with the BCP Council Financial Regulations and 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.	2	1	2	Introduction and approval of Financial Regulations for the Charter Trustees. Charter Trustees to approve the Roles and Responsibilities of the Budget Signatories.	Nov 2020	Deputy Head of Democratic Services	1	1	1
Civic Dignitary Personal Injury	Civic Dignitary sustains an injury whilst carrying out Civic Duties	Potential liability and claim against the Charter Trustees and reputational damage	In order to ensure the personal safety of Civic dignitaries at official engagements and events, all appropriate arrangements would be put in place with the event organisers in consultation with the Civic Team.	1	2	2	Neither the Mayor nor former Mayors have raised any concerns in respect of further measures being required. No further action has been identified. Confirmation of adequate Public Liability Insurance and provision of First Aid training for Civic colleagues.	Nov 2020	Deputy Head of Democratic Services	1	1	1

Risk	Risk Cause	Risk Impact	Measures Put in Place	Gross Risk rating			Further Action/Mitigation Controls Required	Control/Action Target Date	Person responsible	Target Risk Rating		
				L	S	R				L	S	R
Transmission of Covid19 infection	Exposure of Civic dignitaries and Civic team to the virus	Increased risk of spreading the virus on a local basis.	In order to comply with current Government guidance all engagements will cease and alternative options such as undertaking engagements virtually are considered	2	2	4	All civic events, invitations and engagements will be subject to thorough risk assessment to evaluate the risk posed to the civic dignitary and civic team, in compliance with national and local guidance	Ongoing	Civic Team Leaders	2	2	4
Budgets	The Charter Trustees make decisions which are not financially viable	Budgets are excessive, causing superfluous cost to taxpayers, or insufficient meaning the Trustees cannot carry out their desired functions	The Charter Trustees are only required to meet twice a year plus the AGM. The other meetings are for the budget setting and projected out-turn.	2	2	4	Charter Trustee Budget Workshop to be established.	Ongoing	Deputy Head of Democratic Services	1	2	2
Health & Safety	Lone working	Risk of injury/illness/ Death and/or intimidation.	None.	3	3	9	In accordance with their role as BCP Councillors, the Charter Trustees adopt the Health & Safety Policies of the parent Council.	Ongoing	Deputy Head of Democratic Services	3	2	6
Equality & Diversity	Failure to comply with the Law.	Reputational damage.	None.	1	3	3	In accordance with their role as BCP Councillors, the Charter Trustees compliance with the Equality & Diversity	Ongoing	Deputy Head of Democratic Services	1	1	1

Risk	Risk Cause	Risk Impact	Measures Put in Place	Gross Risk rating			Further Action/Mitigation Controls Required	Control/Action Target Date	Person responsible	Target Risk Rating		
				L	S	R				L	S	R
							legislation of the parent Council.					