

Poole Charter Trustee Risk Register

Activity	Risk Register		
Service Unit	Law and Governance		
Department	Civic Team		
Assessed By			
Assessment Date		Date Review Due	

Likelihood x Severity = Risk Rating

		SEVERITY			
		1 Complete	2 On track	3 Some challenges, mitigation action in place	4 Serious challenge, remedial action in place
LIKELIHOOD	1 Rare	1	2	3	4
	2 Unlikely	2	4	6	8
	3 Likely	3	6	9	12
	4 Certain	4	8	12	16



Reference

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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	Current Measures in Place	Gross Risk Score			Further Action/Mitigation Controls Required	Control/Action Target Date	Person responsible	Target Risk Score		
				L	S	R				L	S	R
Historical and ceremonial assets	Loss of civic regalia	Loss of irreplaceable items or irreparable damage	Complete asset register with photos stored in a secure folder. All assets are securely stored in the strong room safe or locked in the Mayors Parlour. Time register kept for the removal and return of any asset taken off site.	1	3	3	Undertake an annual asset verification to maintain the integrity of the assets and a review of the insurance arrangements. Charter Trustees to decide on frequency of a full valuation to be carried out (£1500 in 2019)	December 2020	Deputy Head of Democratic Services	1	2	2

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				L	S	R				L	S	R
Historical and ceremonial assets	Damage to civic regalia	Damage	All assets to be stored appropriately. Gloves worn at all times when handling historic assets. Appropriate cleaning/polishing methods applied.	2	3	6	A review of insurance arrangements. Discourage the civic dignitary from removing Chains/Badge of Office without Macebearer assistance. Discourage members of the public from handling the civic regalia.	December 2020	Deputy Head of Democratic Services	1	2	2
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 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	2	1	2	Introduction and approval of Financial Regulations for the Charter Trustees. Charter Trustees to approve the Role and Responsibilities of the Budget Signatories.	November 2020	Deputy Head of Democratic Services/Daniel Povey	1	1	1

Risk	Risk Cause	Risk Impact	Current Measures in Place	Gross Risk Score			Further Action/Mitigation Controls Required	Control/Action Target Date	Person responsible	Target Risk Score		
				L	S	R				L	S	R
			budget signatories as recommended by the internal audit report.									
Civic dignitary personal injury	Civic dignitary sustains an injury in the course of 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 engagements and events all appropriate arrangements would be put in place with the event organisers in consultation with the Civic Team	1	1	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 Team colleagues	November 2020	Deputy Head of Democratic Service	1	1	1
Transmission of Covid-19 infection	Exposure of civic dignitaries and civic team to the virus	Increase 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

Risk	Risk Cause	Risk Impact	Current Measures in Place	Gross Risk Score			Further Action/Mitigation Controls Required	Control/Action Target Date	Person responsible	Target Risk Score		
				L	S	R				L	S	R
Budget	The 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 plus the AGM. The other meetings include the budget setting and projected out - turn	2	2	4	Charter Trustee budget workshop to be established	Ongoing	Deputy Head of Democratic Service	1	2	2
Health and safety	Lone working	Risk of injury, illness, death and/or intimidation	None	3	3	9	In accordance with their role as a BCP Councillor, to adopt the health and safety policies of the parent council	Ongoing	Deputy Head of Democratic Services	3	2	6
Equality and diversity	Failure to comply with the law	Reputational damage	None	1	3	3	In accordance with their role as a BCP Councillor, compliance with the equality and diversity legislation of the parent council	Ongoing	Deputy Head of Democratic Services	1	1	1

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				L	S	R				L	S	R