

Poole Charter Trustee Risk Register

Activity	Risk Register		
Service Unit	Law and Governance		
Department	Civic Team		
Assessed By	Neil Fraser, Carolyne Suter, Hazel Randall		
Assessment Date	2023	Date Review Due	2024

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. Time register kept for the removal and return of any asset taken off site.	1	3	3	Management of assets including access and use, annual verification and insurance review.	Completed	Deputy Head of Democratic Services	1	1	1

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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	Review of insurance arrangements. Discourage civic dignitary from self-removal of the Chains/Badge of Office. Discourage members of the public from handling the civic regalia.	Ongoing	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 budget signatories as recommended by the internal audit report.	2	1	2	Financial Regulations for the Charter Trustees and Role and Responsibilities of the Budget Signatories agreed.	Completed	Deputy Head of Democratic Services/Responsible Financial Officer	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
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	Ongoing overview of activities and insurance provisions	Ongoing	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 activity subject to risk assessment to evaluate risk ensuring compliance with national guidance	Ongoing	Civic Team Leaders	2	2	3
Budget	The trustees make decisions which are not financially viable	Budgets are excessive, causing superfluous cost to taxpayers, or insufficient, meaning the Trustees	The Charter Trustees are only required to meet twice plus the AGM. The other meetings include the budget setting	2	2	4	Annual Charter Trustees budget workshops continue to be held	Ongoing	Deputy Head of Democratic Service/Responsible Financial Officer	1	1	1

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				L	S	R				L	S	R
		cannot carry out their desired functions	and projected out-turn									
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 BCP 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 as required of BCP Council	Ongoing	Deputy Head of Democratic Services	1	1	1