

## Bournemouth Charter Trustee Risk Register



**Reference**

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<b>Activity</b>	Risk Register			Likelihood x Severity = Risk Rating	<b>SEVERITY</b>				
<b>Service Unit</b>	Law and Governance				1 Complete	2 On track	3 Some challenges, mitigation action in place	4 Serious challenge, remedial action in place	
<b>Department</b>	Civic Team			<b>LIKELIHOOD</b>	1 Rare	1	2	3	4
<b>Assessed By</b>	Neil Fraser, Carolyne Suter, Hazel Randall				2 Unlikely	2	4	6	8
<b>Assessment Date</b>	2023	<b>Date Review Due</b>	2024		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
<b>Historical and ceremonial assets</b>	Loss of civic regalia	Loss of irreplaceable items	Asset Register with photos stored in a secure online folder, Insurance Policy, items securely stored	1	3	3	Management of assets including access and use, annual verification and insurance review	Completed	Deputy Head of Democratic Services	1	1	1
<b>Historical and ceremonial assets</b>	Damage to Civic Regalia	Damage to items	All assets stored appropriately when not in use. Appropriate cleaning/polishing methods to be applied. Gloves worn at all times when handling assets.	2	3	6	Review of the Insurance arrangements. Discourage Civic Dignitaries from self-removal of the Civic Regalia. Discourage members of the public from handling the Civic Regalia.	Ongoing	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
<b>Finance</b>	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	Financial Regulations for the Charter Trustees and Role and Responsibilities of the Budget Signatories agreed	Completed	Deputy Head of Democratic Services Responsible Finance Officer	1	1	1
<b>Civic Dignitary Personal Injury</b>	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	Ongoing overview of activities and insurance provisions	Ongoing	Deputy Head of Democratic Services	1	1	1
<b>Transmission of Covid19 infection</b>	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	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

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
			engagements virtually are considered.									
<b>Budgets</b>	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	Annual Charter Trustee Budget Workshop held	Ongoing	Deputy Head of Democratic Services / Responsible Financial Officer	1	1	1
<b>Health &amp; Safety</b>	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 BCP Council	Ongoing	Deputy Head of Democratic Services	3	2	6
<b>Equality &amp; Diversity</b>	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 legislation of BCP Council	Ongoing	Deputy Head of Democratic Services	1	1	1