

Salisbury City Council Strategic Risk Register 2023/2024
Drawn From Doc 91700

Annex A to F&G Report 30 Oct 2023
Doc 92367

Ref No.	Name Of Risk	Cause of Risk	Impact	Original Risk Rating Score	Original Risk Category	Current Control Measures	Actions to be undertaken as additions control measures	Owner Of Action	Current Risk Rating Score	Current Risk Category	Insurance cover held
1	Injury or death to person, including staff & councillors	accidents due to: poorly maintained building or equipment, slips, trips and falls, hot surfaces and other scalds & burns poorly planned events terrorism disease	death or injury to person	12	High	Systematic maintenance programme, training and procedures , use of risk assessments for events and high risk activity H&S activity including consultant support	Continued training and ongoing identification of risk, continued use of risk assessments Increased H&S input and management senior officers and all staff	CC	4	Low	public liability, engineering inspection, vehicular
2	Staff Well Being	failure to maintain staff morale failure to maintain staff health	loss of staff, loss of staff dedication & good will increased recruitment costs	6	Medium	Staff meetings, 1:1 meetings, staff questionnaire, internal communications, HR Manager lead Health and Well Being programme, staff training programme, Coffee and Cakes session, MH training, bias and inclusion training.	Continue with established mitigation and develop new initiatives where possible	CC/HRM	4	Low	employers liability
3	Reputation	poor information provided to public poor service & events provided to public poor decision making by officers and councillors	loss of council reputation, loss of income, loss of public trust	9	High	website up to date and accurate, well trained officers, careful management of services, staff training, continued development of communications , publication of City Strategic Plan, training of Cllrs improve Council liaison with media	Continue with established mitigation, undertake public consultation where appropriate	CC/BM	4	Low	slander
4	Financial systems	no RFO in position instability in finance team breached £6.5 M threshold	inaccurate or unlawful budget management, inability to pay suppliers, staff lack of internal checks and controls	9	High	additional staff trained in some aspects of budget/financial systems, delegation to SFO with training continued development of Finance Team skills & competencies, Clerk has noted need for systematic review of accounting software and Finance Team capacity (people and software)	As established mitigation and CC to continue to review financial systems	RFO/CC	9	High	fraud
5	Compliance with legislation	lack of awareness of or failure to comply with legislation	SCC liable to enforcement activity/legal action	9	High	professional staff encouraged to be aware and understand legislation staff training careful service planning use of internal audit and other checks and control to ensure continued compliance consideration of legislation when designing new services membership of professional bodies by managers use of professional/consultant support	Continue with establish mitigation review financial IT system seek external support with transition to new audit regime	CC	6	Medium	public liability

						when appropriate CPD training by managers,					
6	Poor service to customers	lack of equipment lack of staff training lack of service planning	loss of income loss of reputation	9	High	staff training, equipment maintenance and purchase budgets in place, continued service review, use of professional support when needed	continue with established mitigation and improve staff training where needed	CC	4	Low	public liability
7	Poor communications	lack of good communication internal and external	poor decision poor staff morale mis-informed public	6	Medium	website up to date and accurate, well trained info assistants and officers, careful management of services see also SCC 2 above	continue with established mitigation	CC/BM	4	Low	Slander, libel
8	Partnership Working	working with partnership will different priorities, processes and resources	loss of reputation nugatory effort by SCC officers	6	Medium	detailed exploration before any partnership, formal or informal, entered into regular assessment of value of project/partnership	ongoing with established mitigation membership of FSPP	CC	4	Low	public liability
9	SCC profile/public perception	poor public understanding of the role of the council and our services	lack of take up of services lack of public engagement	8	High	website up to date and accurate well trained receptionist and officers careful management of services deliberate and positive publicity concerning services and issues public consultation on budget undertaken	Continue with established mitigation	CC/BM	6	Medium	slander
10	Loss of equipment, funds or income	theft fraud poor control	loss of funds/resources loss of reputation	9	High	internal audit, financial accounting system, consideration of security of equipment, careful service planning Detailed asset register to be collated from existing separate papers being finalised, accurate values provided to insurance company	Continue with established mitigation	CC	4	Low	fraud, vehicular, public liability, all risks
11	IT	loss of service/loss through loss of building/ ability to do business, loss of IT	loss of income, loss of service, loss of customers, loss of reputation	9	High	maintenance of building and IT systems, IT backup systems, Business Continuity Plan reviewed , IT officer employed	Continue with established mitigation	CC	3	Low	business interpretation
12	Pandemic and national incidents	Government restrictions, changes in the legislation	loss of income, loss of service, staff sickness	16	High	Business Continuity Plan has been reviewed, well trained agile staff, good staff morale	Continue established mitigation	CC	4	Low	business interruption