

Ref No.	Name Of Risk	Cause of Risk	Impact	Risk Owner	Original Risk Category	Current Control Measures	Actions to be undertaken as additional control measures in 2019/2020	Were these action completed in 19/20?	Actin to be undertaken in 2020/2021	Owner Of Action	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	death or injury to person	CC	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	Yes	ongoing with established mitigation	CC	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	CC	Medium	Staff meetings, 1:1 meeting, staff forum, social events, staff newsletter, staff questionnaire, internal communications, HR Manager lead Health and Well Being programme, staff training programme, staff away day, Coffee and Cakes session, MH Champions, MH training, bias and inclusion training	Continue with established mitigation and develop further HWB programme and activity around Mental Health	Yes	Fulfil mental health pledge promises, keep staff wellbeing under review	CC/HRM	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	CC	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	Yes	ongoing with established mitigation	CC/BM	Low	slander
4	Financial systems	only one fully trained accountant on staff	inaccurate or unlawful budget management, inability to pay suppliers, staff lack of internal checks and controls	CC	Medium	additional staff trained in some aspects of budget/financial systems, delegation to SFA with training continued development of Finance Team skills & competencies	As established mitigation	Yes	As established mitigation	RFO/CC	Medium	fraud
5	Compliance with legislation	lack of awareness of or failure to comply with legislation	SCC liable to enforcement activity/legal action	CC	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 when appropriate CPD training by managers,	Continue with established mitigation, i.e. 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 H&S audit CPD training by managers,	Yes	Continue with establish mitigation	CC	Medium	public liability

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6	Poor service to customers	lack of equipment lack of staff training lack of service planning	loss of income loss of reputation	CC	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	Yes	continue with established mitigation	CC	Low	public liability
7	Poor communications	lack of good communication internal and external	poor decision poor staff morale miss-informed pubic	CC	Medium	website up to date and accurate, well trained info assistants and officers, careful management of services see also SCC 2 above	continued review of situation as per SCC 2	Yes	continue with established mitigation	CC/BM	Low	Public liability
8	Partnership Working	working with partnership will different priorities, processes and resources	loss of reputation nugatory effort by SCC officers	CC	Medium	detailed exploration before any partnership, formal or informal, entered into regular assessment of value of project/partnership	ongoing with established mitigation	yes	ongoing with established mitigation	CC	Low	public liability
9	SCC profile/public perception	poor pubic understanding of the role of the council and our services	lack of take up of services lack of public engagement	CC	High	website up to date and accurate well trained receptionist and officers careful management of services deliberate and positive publicity concerning services and issues	Undertake public survey on services and perception of Council, plus established mitigation	Yes	Review survey results and actions arising plus continue with established mitigation	CC/BM	Medium	slander
10	Loss of equipment, funds or income	theft fraud poor control	loss of funds/resources loss of reputation	CC	High	internal audit, financial accounting system, consideration of security of equipment, careful service planning improved asset register	Detailed asset register to be collated from existing separate papers being finalised, accurate values provided to insurance company	Yes	Detailed asset register to be collated from existing separate papers being finalised, accurate values provided to insurance company	CC	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	CC	High	maintenance of building and IT systems, IT backup systems, Business Continuity Plan	Review of business continuity plan undertaken	Partially. BCP reviewed but not yet finalised (but used during CV19)	ongoing with established mitigation	CC	Low	Business interruption
12	CV 19	Impact of CV 19 restrictions	Loss of oncome, loss of service, drop in staff morale, lack of public engagement	CC	High	SMT engagement in the issues, risk assessment, service delivery prioritisation, staff wellbeing management and engagement, re-profiling budget , close budget management	As shown to left	NA	NA	CC	Medium	NA