



Immingham Town Council - Strategic Risk Register 2023/2024

No.	Risk	Cause of Risk	Impact	Risk Owner	Original Risk Category	Existing Control Measures	Further measures	Action Date	Actions to be undertaken in 2020/2021	Owner of Action	Current Risk Category
1	Governance	Failure to make robust and informed decisions in compliance with legislation, consultation, openness	Failure to achieve these high standards can lead to reputational and financial loss	TC	Low	Internal Audit carried out, Financial regulations regularly updated. Processes and procedures followed. Staff trained.	External audit	Ongoing	Current measures to be continued	TC	Low
2	Governance	Lack of awareness of or failure to comply with legislation	ITC liable to enforcement activity or legal action	TC	Medium	Staff encouraged to be aware and understand legislation, training, careful service planning, use other checks and controls to ensure compliance, consideration of legislation when designing new services, membership of professional bodies, use of professional support when appropriate	Internal audit and other checks and controls to ensure continued compliance, consideration of legislation. Peer support.	Ongoing	Current measures to be continued	TC	Low
3	Injuries	Accidents due to poorly maintained building or equipment, trips and falls, scalds & burns, poorly planned events	Death or injury to person	TC	Medium	Maintenance programme, training and procedures, use of risk assessments for events and high risk activity. Health and Safety activity specialist advice if required. Health and Safety Policy	Continued training and ongoing identification of risk, risk assessments	Ongoing	Revised Health and Safety Policy communicated to staff	TC	Low
4	Staff	Failure to recruit and maintain staff morale, failure to maintain staff health	Turnover of staff, loss of staff dedication & good will, poor service delivery	TC	Low	Staff meetings, 1:1 meetings, staff appraisals, staff training & development programme, flexible approach to working hours	Appraisals	Ongoing	Recruitment of new Community Operative. Review impact of removal of NELC staff	TC	Low
5	Service Provision	Lack of equipment, lack of staff training, lack of service planning	Loss of income, loss of reputation	TC	Low	Staff training, equipment maintenance and budgets, service review, use of professional support when needed	Customer feedback	Ongoing	Identify training gaps	TC	Low
6	Communication	Lack of quality communication both internal and external	Poor decision making, poor staff morale, misinformed public	TC	Medium	Website up to date and accurate, well trained staff, careful management of messages	Review methods of communication	Ongoing	Review of website	TC	Medium
7	Partnership working	Failure to maintain good partnership working arrangements	Loss of reputation, financial loss impact on staff	TC	Low	Establish need and value of partnership, agreement in place, constant review	Formalise looser arrangements	Ongoing	New In Bloom agreement	TC	Low
8	Reputation	Poor public understanding of the role of the Council	Lack of take up of services, lack of public engagement, poor reputation	TC	Medium	Good Customer Service staff, management of services, deliberate and positive publicity, use of social media	Make our actions matter to the community	Ongoing	Review of website and promote further engagement	TC	Low
9	Reputation	Poor information provided to public, poor services & events, poor decision making by officer and councillors	Loss of council reputation, loss of income, lack of public support	TC	Low	Good Customer Service staff, management of services, deliberate and positive publicity, use of social media, publication of agendas and minutes	Make our actions matter to the community	Ongoing	Review of website and promote further engagement	TC	Low

10	Theft	Theft, fraud, poor control measures	Financial/resource loss, loss of reputation	TC	Low	Internal audit, financial accounting system, consideration of security of equipment, careful service planning, insurance levels	Continue with current measures	Ongoing	Review asset register and insurance review	TC	Low
11	IT	Loss of service, loss of data	Loss of income, service, customers, reputation	TC	Low	Maintenance of building and IT systems, IT backup systems, use of external support, use of cloud based storage	Create a Business Continuity Plan/Disaster Recovery Plan	Ongoing	Create a Business Continuity Plan/Disaster Recovery Plan	TC	Low
12	Management	Lack of Strategic direction	Ability of Council to set objectives to deliver aims	TC	Low	Management of services by Clerk	Councillor and staff training	Ongoing	Ongoing development of the Councils vision, objectives and plans	TC	Low
13	Finance	Significant reduction in income supporting Council budget	Risk to service delivery, pressure on other budgets	TC	Low	Regular review of income received and work within set budgets	Review of Fees and Charges	Ongoing	Current measures to be continued	TC	Low
14	Finance	Failure to adequately manage finances leading to an overspend which is not sustainable	Reduction in reserves, increased precept	TC	Low	Controls set out in Standing Orders and Financial Regulations.	Current measures to be continued	Ongoing	Review of Standing Orders and Financial Regulations.	TC	Low
15	Procurement	Failure to procure supplies and services correctly resulting in legal challenge or poor value for money	Risk of legal challenge, loss of reputation	TC	Low	Financial controls set out in Standing Orders and Financial Regulations	Use of procurement adviser when appropriate	Ongoing	Current measures to be continued	TC	Low
16	Policies	Failure implement appropriate policies	Council not managed appropriately	TC	Medium	Policies reviewed and adopted by Council	Thorough review of policies	Ongoing	Policies continue to be developed.	TC	Low
17	GDPR	Failure to safeguard/misuse of personal information a	Confidentiality compromised, breach of the regulations	TC	Low	IT data password protected, file in locked cabinets	Adoption of Data Protection and GDPR Policy	Ongoing	Current measures to be continued	TC	Low
18	Health & Safety	Health, & Safety of public, staff and volunteers	Significant financial and damage to reputation	TC	Medium	Health & Safety training, procedure, risk assessments and policies	Current measures to be continued	Ongoing	Volunteers to confirm Risk Assessments	TC	Low
19	Safeguarding	Failure to safeguard children or vulnerable adults	Significant financial and/or reputational damage, legal challenge	TC	Low	DBS checked Childrens and Adult Protection Policies	Current measures to be continued	Ongoing	Further DBS checks to be undertaken	TC	Low
20	Facility Management	Failure to manage, invest and maintain facilities	Unexpected expenses occurring, poor facilities, loss of income, possible insurance claims	TC	Medium	Inspections to identify issues, remedial action as appropriate	Caretaker to take responsibility for building	Ongoing	Inspection sheets to be extended	TC	Medium
21	Business Continuity	Failure to undertake core business due to poor planning	Delivery of services is compromised	TC	Medium	Work from home, deliver only what is required, reallocation of staff duties	Business Continuity plan required	Ongoing	Business Continuity plan required	TC	Medium

Approved
Review

Jul-23
Jul-24