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SECTION 1 SCOPE AND CONTEXT

1.1 Fiduciary Duty

The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for and used economically and efficiently.

The Council's system of internal control includes the Council's established Standing Orders, comprehensive Financial Regulations, Member Committees (Key Area Groups) and a range of monitoring and reporting systems.

These internal controls are part of and compliment the Council's Risk Management Process which is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can, therefore, only provide reasonable and not absolute assurance of effectiveness.

The Risk Management Process is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically and produce a balanced and proportionate response.

1.2 Identification of Risk

The identification of risks is not limited to any one formal process of risk assessment but includes, also, everyday working situations where a new risk identified may need to be formerly recorded.

Risk Notification can be undertaken through but not limited to a dedicated risk notification form or issues raised at council meetings (via KAG/Council agendas), event risk assessment forms, site safety inspection forms, reference to Standing Orders and Financial Regulations and emails.

1.3 Responsibility and Reporting Lines

As part of managing risk, the Town Council recognises the employer and all employees must play their role in the process, however, to ensure risks identified are managed appropriately, the existing management structure currently in-place is deemed to be adequate, this is shown below. In addition, a formal Risk Register is maintained and is presented to Council on an annual basis.

Management Structure

- Council/Committees/KAG Chairman/Leader of the Council
 - Chief Executive Officer
 - Management Team (Collectively)
 - Line Managers (Individual Management Team members)
 - Staff meetings
 - Individual Members of Staff

1.4 Core Categories of Risks

To assist Management in the reporting and control of risks identified, a *categorisation of risks* has been introduced, these are detailed below. Some risks may fall across more than one category:

1.4.1 Health & Safety (HS)

Where an identified risk could lead to harm either to individuals (public, staff, supplier, partner organisations etc) or property.

1.4.2 Financial/Compliance Risks (FC)

Financial risks arise from the financial structure of the organisation, control over transactions with third parties and the financial systems that are in-place.

Compliance risks arise from the failure of the organisation to comply with core legislative and good-practice regulations, this would include, but not limited to, the following areas:

- DCLG (Department of Community & Local Government)
- H&S
- DDA
- Race / Religion / Sex / Age discrimination laws

1.4.3 Reputation/Publicity (RP)

Where an identified risk could lead to adverse publicity for the Town Council leading to a loss of reputation.

1.4.4 Litigation (LT)

Where an identified risk could lead to civil or criminal legal action being taken against either the Town Council and/or Town Council officers.

1.4.5 Service Quality/Delivery (SQ)

Where an identified risk could lead to an unacceptable reduction in the quality and/or delivery of a service to all 3rd parties (residents, general public, councillors, partner organisations etc).

1.4.6 Environment (EN)

Where an identified risk could lead to an unacceptable impact on the environment.

SECTION 2 THE RISK MANAGEMENT PROCESS

2.1 Identify Risks

Each manager and their respective teams/departments are responsible for their individual areas of control. The process of risk identification will be, ordinarily, through a formal process of planned inspections, issues raised through Key Area Group meetings or ad-hoc requests or risks being noted through everyday working situations (see item 1.2).

2.2 Assign Risk Factor

In some situations, particularly in regard to Health and Safety, an individual risk may be formerly assigned a Risk Factor (2 to 8), this is calculated by:

Step 1. Decide the *Likelihood* of the risk happening by assigning a score 1 to 4,

Likelihood 4 (High - imminent) to 1 (Low - unlikely)

Step 2. Decide the *Severity* of the risk by assigning a score 1 to 4,

Severity 4 (High*) to 1 (Low**)

* Danger to life / significant financial costs (£5,000+)

** No danger to life / limited financial implication (<£250)

Step 3. Add the *Likelihood* and *Severity* scores together,

Step 4. Complete the Risk Notification (via specific risk form, email, KAG agenda item, reference to Standing Orders or Financial Regulations and/or use of the “Weekly” and “Bi-Weekly” Site Safety Inspection reports),

Step 5. It is recognised that individual risks may not necessarily be able to wait until a formal response of action has been agreed by Management, guidelines to assist staff in assessing appropriate action are given below:

RISK FACTOR TABLE

Risk Factor	Action
7 & 8	<ul style="list-style-type: none"> • Immediate notification to Line Manager and, if appropriate, the Chief Executive Officer. • Where possible, take immediate remedial action. • Where appropriate, post event notification to Chief Executive Officer, Management Team and Council and/or Committees.
5 & 6	<ul style="list-style-type: none"> • Immediate notification to Line Manager. • Where appropriate, post notification to Chief Executive Officer, Management Team and Council and/or Committees.
4	<ul style="list-style-type: none"> • Notification to Line Manager. • Where appropriate, post notification to Chief Executive Officer, Management Team and Council and/or Committees.
2 & 3	<ul style="list-style-type: none"> • Where appropriate, notification to Line Manager.

2.3 Prioritise Risks

Risks identified of an operational nature will be, ordinarily, resolved at the time of identification. Where the risk is more complex and/or significant in nature, the risk may be elevated through the Management Structure to include the appropriate KAG and its respective Chairman and/or the Leader of the Council.

2.4 Define Appropriate Action/Procedures for Risks Identified

The periodic review (by Management) will assess any future actions or required changes in procedures and will generally be guided by the following levels of response:-

- Accept the risk – Level 1
- Transfer (to insurance, 3rd party) - Level 2
- Reduce to acceptable level via management of the risk – Level 3
- Eliminate – Level 4

2.5 Take Action

Having evaluated and agreed appropriate actions and procedures to meet the agreed level of response, these measures will be put in-place.

2.6 Monitor Actions Taken and Feed Results Back into the Process

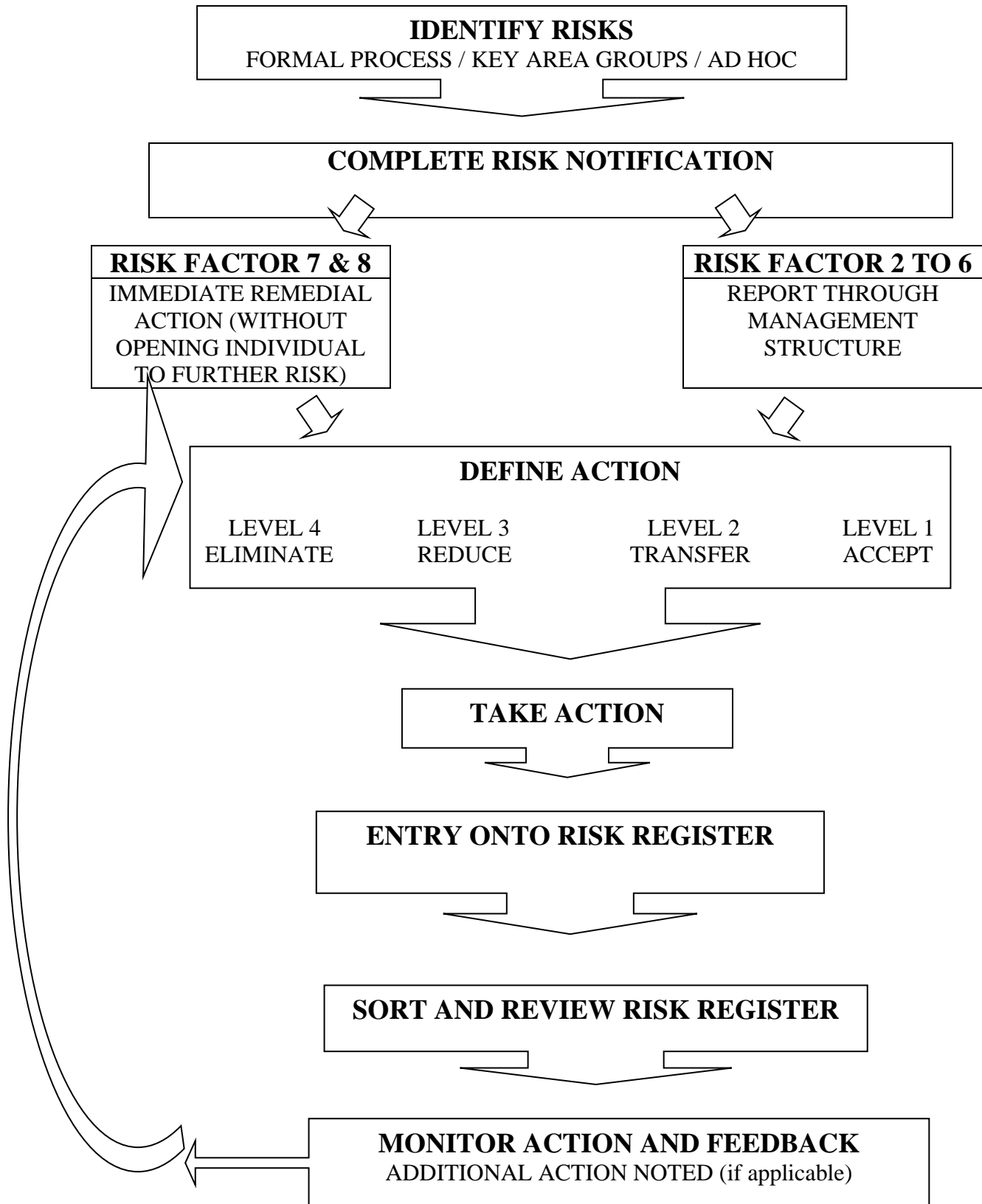
Each measure, where appropriate, will have a defined reporting timescale, whereby, at an agreed time, the effect of the measure will be monitored to see if it is still adequate. The results of this monitoring will define any further actions that may be required.

2.7 Risk Register

Risks identified through KAG/Council meetings or other significant unresolved risks will be recorded on the annual risk register.

Other risks identified and resolved prior to the annual review of risks will not ordinarily be entered onto the Risk Register.

OUTLINE FLOW DIAGRAM



RISK MANAGEMENT PROCESS
RISK NOTIFICATION FORM (example form)

DATE RISK IDENTIFIED: 11/01/25	THIS FORM RAISED BY: Maintenance
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DESCRIPTION OF RISK
Leaving unattended open vehicles (trucks) on the street.

DESCRIPTION OF IMPACT
Theft from vehicles.

A/ LIKELIHOOD OF RISK HAPPENING: 4 (High - imminent) to 1 (Low - unlikely)	B/ SEVERITY OF RISK 4 (High*) to 1 (Low**)	RISK FACTOR A + B
4	2	6

SEVERITY GUIDE
* 4/ High - Danger to life and/or significant financial costs (£5,000+)
** 1/ Low - No danger to life and/or limited financial implication (<£250)

ALL RISK FACTORS OF 7 & 8 MUST BE NOTIFIED IMMEDIATELY TO YOUR LINE MANAGER, AND WHERE POSSIBLE, TAKE IMMEDIATE REMEDIAL ACTION IF THIS DOES NOT OPEN YOURSELF OR OTHERS TO FURTHER RISK.

ALL RISK FACTORS OF 5 & 6 MUST BE NOTIFIED IMMEDIATELY TO YOUR LINE MANAGER.

ALL RISK FACTORS OF 4 MUST BE NOTIFIED TO YOUR LINE MANAGER IN DUE COURSE.

DISCRETION ON NOTIFICATION TO LINE MANAGER CAN BE TAKEN ON RISK FACTORS OF 2 & 3.

WHAT CURRENT CONTROLS ARE IN-PLACE? (if applicable)
None.

SUGGESTIONS FOR NEW ACTIONS/PROCEDURES

- Lockable boxes to store high value items.
- Chains and padlocks to secure items to vehicle.

Line Manager:	Chief Executive Officer (if appropriate):	RFO Risk ID: FC1
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Risk Register

Updated: _____

BURGESS HILL TOWN COUNCIL : SUMMARY RISK REGISTER								
				Description		Preventative Actions		
CURRENT STATUS	ID	Date Raised	Raised By	Description of Activity/Risk	Description of Impact	What new Actions/Procedures are required	Completed by when	Officer