

# TOWN COUNCIL

**DATE:** 4 December 2019

**REPORT OF:** TOWN CLERK

**SUBJECT:** Risk Register Report

**PART I**

## **RECOMMENDATION**

**That the Town Council review and approve the Risk Register and Action Plans, to be signed by the Town Mayor and Responsible Financial Officer.**

### **1. BACKGROUND**

As Members will be aware, there is an ongoing, annual requirement for the Council to review its Risk Register. Having been reviewed by the Town Clerk, this now requires approval by Council.

The Town Council now uses the specific Local Council Risk System (LCRS) software. This system is pre-loaded with more than 390 risks and 1100 controls across a spectrum of services areas, for local councils to select those which apply to them and assess the potential risk for each element.

### **2. UPDATE**

Members will see each risk and associated controls in the risk reports listed at Appendix A.

The evaluation process has identified three risks where actions are required.

Actions predominantly relate to ensuring compliance with the incoming website accessibility regulations, provision of office and buildings – in particular fire safety, and Land – relating to the access and use of the Manor House car park.

## **DAWLISH TOWN COUNCIL**

The action plans at the end of Appendix A advise what steps are to be taken to mitigate the identified risk.

The Risk Register is a living document which will be continuously updated and reviewed throughout the year, as appropriate by office staff. Any new risks identified as a result of new assets, services or functions will be added as and when required.

### **3. TIMETABLE FOR REVIEW**

It is anticipated that an update on the Action Plan will be brought to Council half-yearly. Where action plan reports have been completed, these will be reported to Council as and when appropriate.

### **4. CONCLUSION**

A significant amount of work has been undertaken to ensure the Risk Register is fully up to date and fit for purpose. Members are requested to consider approving the Risk Register and Action Plans as set out.

Andrew McKenzie  
Town Clerk