



Berwick upon Tweed Town Council

Council

27 September 2021

Appendix B

Report of Town Clerk

Risk Assessment 2021

Access Public

Background

1. Council is invited to consider the format of this Risk Assessment process, to confirm its adoption of a 4 by 4 risk matrix, and its division into separate areas of work / risk.
2. This represents a change in format of risk assessment, and will require a delegation of ongoing risk assessment to:
 - a. Budget and Administration Committee for Corporate risks, and
 - b. Local Services Committee for Assets based risks.

Recommendation

1. Council is invited to note the revised risk management system.

Author	GD	Town Clerk sign off (if required)	GD
Checked by	SC	Finance Officer sign off (if required)	N/A

Risk number	Category	Description of risk	Raw score	Mitigations	Final score
2021/1	Assets	Injury arising from use of bus shelter	16 (since unquantifiable)	Regular inspection and cleaning with prompt reactions to safety issues	8
2021/2	Assets	Injuries arising from use of playparks	16 (since unquantifiable)	Regular inspection – see below for details.	6
2021/3	Assets	Injuries arising from use of splash park	16 (since unquantifiable)	Regular inspection – see below for details	9
2021/4	Assets	Injuries arising from use of allotments	12	Inspection and clear communication to allotment holders about their responsibilities	6

Individual Risk Number	2021/2 Playparks	Category	Assets	
	Mitigations	Comments		
A.	Weekly inspections by NCC	Quality of inspections to be monitored		
B.	Quarterly inspections by Town Council officers	Must be diarized and evidenced		
C.	Annual inspections by external inspector	Must be reported to committee		

Individual Risk Number	2021/3 Splash Park	Category	Assets	
	Mitigations	Comments		
A.	Weekly inspections by NCC	Quality of inspections to be monitored		
B.	Weekly water checks by external inspector	To be monitored and records checked		
C.	Quarterly inspections by Town Council officers	Must be diarized and evidenced		
D.	Annual inspections by external inspector	Must be reported to committee		
E.	Annual mechanical and electrical inspection	Must be reported to committee		

Risk number	Category	Description of risk	Raw score	Mitigations	Final score
2021/1	Corporate	Loss of money or resources due to fraud (internal)	16 (since unquantifiable)		8
2021/2	Corporate	Loss of money or resources due to fraud (external)	16 (since unquantifiable)		6
2021/3	Corporate	Loss of financial control / budget overrun	16 (since unquantifiable)		9
2021/4	Corporate	Loss of portable asset	12		8
2021/5	Corporate	Loss of fixed asset (e.g. play equipment)	8		8
2021/6	Corporate	Lack of capacity to complete all tasks	12		

Risk number	Category	Description of risk	Raw score	Mitigations	Final score
2021/1	Council	Failure to deliver objectives / goals	10		8
2021/2	Council	Failure to build partnerships	10		6
2021/3	Council	Failure to deliver a statutory duty - reporting	8		4
2021/4	Council	Failure to perform - inquoracy	4		4
2021/5					