

## Strategic Risk Register

Ref	Risk	Impact	Likelihood	Notes/Mitigating Actions
1	Major Civil Emergency	High	Low	<ul style="list-style-type: none"> <li>existing response plan and good working relationship with local agencies including the City Council and 'Blue Light' services</li> <li>Community Resilience Plan in place supported by Chelmsford City Council</li> <li>continuing commitment to provide training/exercises to maintain and develop skills. Insurance cover to support this response role</li> </ul>
2	Loss of Champions Manor Hall Community Centre	High	Low	<ul style="list-style-type: none"> <li>adequate insurance cover maintained for interruption of business and replacement of building.</li> </ul>
3	Sudden loss of staff	Medium	Low	<ul style="list-style-type: none"> <li>support valuable from specialist professional bodies such as NALC, SLCC and EALC</li> <li>accurate job descriptions and person specifications maintained to assist with reconstruction of staff team</li> <li>insurance provides 6 months cover for staff absence due to sickness</li> </ul>
4	Loss of I.T. systems	High	Low	<ul style="list-style-type: none"> <li>effective use of data backup (including off site facilities) and routine use of equipment and software supports rapid workup</li> <li>adequate insurance provided to support recovery</li> </ul>
5	Major fraud	High	Low	<ul style="list-style-type: none"> <li>Financial Regulations in place to limit risks</li> <li>systems regularly tested by 2 levels of audit completed by external agencies</li> <li>insurance provided for this risk</li> </ul>

6	Unscheduled major expenditure	High	Low	<ul style="list-style-type: none"> <li>effective budgeting processes completed each year and scrutinised by audit regime</li> <li>levels of General and Earmarked Reserves considered and maintained at appropriate levels as tested against current advice on good practice and advice from both professional bodies and the Council's auditors</li> <li>extensive insurance cover including Public Liability, Employers Liability, accident, fidelity and legal expenses is maintained and regularly reviewed</li> </ul>
7	Poor performance by contractors	Medium	Medium	<ul style="list-style-type: none"> <li>formal processes for selection of contractors defined by Financial Regulations. Support available for preparation of specifications and for appointments from other local authorities and professional bodies such as the EALC and NALC. Contracts awarded on Best Value not lowest price</li> </ul>
8	Major incident at Council events	High	Medium	<ul style="list-style-type: none"> <li>efforts underway to ensure that planning and delivery are subject to legal requirements and best practice as described by the HSE, NALC, SLCC Council insurers etc.</li> <li>adequate insurance provided for events</li> <li>effective Health and Safety Policy maintained and regularly by the Council</li> </ul>

<b>Responsible Officer</b>	Town Clerk	<b>Date effective from</b>	November 2024	<b>Date to be reviewed</b>	November 2025
----------------------------	------------	----------------------------	---------------	----------------------------	---------------