

Risk Ref	Risk Title	Cause & Effect	Inherent Risk (Likelihood X Impact)	Existing Controls	Residual Risk (Likelihood X Impact)	Action Required
1	COMT The Council is not accurate in its assessment of the Govts CTax/budget requirement capping level resulting in the Council being capped /setting CTax at a figure significantly below the capping level resulting in temp or permanent service reductions	Capping: Unplanned withdrawal of all or part of a service, reputation damage, additional costs of re-billing and possible cash flow impact. Too low a Tax: Unnecessary cuts in services, reputation damage.	4 5 Very High	When the Council makes its decision on the Council Tax and Budget Requirement Level each February it is provided with all the relevant information that is available including Government comments on capping.	2 5 Very High	
8	COMT Staff are unwilling to change their mode of transport and the aims of Corporate Travel Plan are not met, resulting in the loss of car parking spaces for shoppers and other workers within Huntingdon town centre and damage to the Huntingdon economy.	Effect: Huntingdon no longer remains a vibrant shopping centre and community focus Staff leave & recruitment of staff becomes more difficult Local shops & businesses have difficulty in recruiting and retaining staff Car parking fees are introduced for long stay parking Media coverage highlights inconsistency of approach re Directors and Members 'Shopping' journeys outside the District increase which brings additional problems	5 4 Very High	Financial assistance to be offered to staff within travel to work plan Carshare scheme in place Early consideration of increased home working	4 4 Very High	
9	COMT A civil emergency occurs that affects more than 2000 people leading to the Council's rest centre provision and support proving inadequate.	Effect: No provision to receive, feed and provide sleeping arrangements for people Staff are not aware of their roles and responsibilities No support from other agencies / internal and external contacts Poor communications Inappropriate venues Adverse publicity	5 5 Very High	Pet Plan - arrangements with shelters and vets etc Venues identified and agreed St Ivo LC able to deal with a maximum of 2290 people	3 5 Very High	

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10	COMT International events which impact on the cost / availability of fuel require the Council to review the importance and frequency of services being delivered.	Effect: Fuel shortages Additional costs incurred in funding fuel Gaps in service delivery Targets not met Public complaints / concern due to changes in services Reputation damage Lead in times for recovery / restock Stocks of fuel targeted Closure / loss of certain suppliers	4 4 Very High	<div data-bbox="1104 169 1585 331">An annual agreement with the WRVS voluntary service to provide additional trained staff and support in the event of an emergency – funding identified for 07/08.</div> <div data-bbox="1104 339 1585 379">Staff Training</div> <div data-bbox="1104 387 1585 459">Liaison with voluntary organisations, local PCTs, Social services etc</div> <div data-bbox="1104 467 1585 539">Out of hours contacts maintained and up to date</div> <div data-bbox="1104 547 1585 619">Food Plan (exercises carried out (desk top) but not formally tested)"</div> <div data-bbox="1104 627 1585 683">Off - site suppliers used</div> <div data-bbox="1104 691 1585 826">"Main 50,000 litre tank (17 days supply when full, delivery after 38,000 litres used leaving bank stock of 12,000 - would provide 4-5 days supply)</div> <div data-bbox="1104 834 1585 874">Service priorities are known</div> <div data-bbox="1104 882 1585 922">Some vehicles are petrol driven</div>	4 4 Very High	

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17	A member of the public is seriously injured or killed whilst visiting or using Leisure Centre facilities because the Council has not provided a safe environment or its staff with sufficient and adequate training.	Effect: Adverse publicity following an incident resulting in death/injury to member of the public. Leisure Centre forced to close pending HSE investigations.	3 5 Very High	<div style="border: 1px solid black; padding: 2px;">Warning signs displayed</div> <div style="border: 1px solid black; padding: 2px;">Monitoring by staff of usage by customers</div> <div style="border: 1px solid black; padding: 2px;">Customers undergo an induction.</div> <div style="border: 1px solid black; padding: 2px;">Health & Safety Co-ordinator monitors actions taken.</div> <div style="border: 1px solid black; padding: 2px;">Appropriate number of staff on duty.</div> <div style="border: 1px solid black; padding: 2px;">Customers assessed for skin type (sunbeds) and undergo induction Sunbed equipment to British Standards Use of sunbed limited by length of session and number of sessions Regular monitoring of tanning equipment</div> <div style="border: 1px solid black; padding: 2px;">Bather capacity in the pools not exceeded.</div> <div style="border: 1px solid black; padding: 2px;">Defibrillators on site & staff are trained in their use.</div> <div style="border: 1px solid black; padding: 2px;">Regular breaks for lifeguards to maintain alertness</div> <div style="border: 1px solid black; padding: 2px;">Assessment of customer abilities when joining fitness centres.</div> <div style="border: 1px solid black; padding: 2px;">Trained first aiders on site.</div> <div style="border: 1px solid black; padding: 2px;">Trained, qualified and experienced fitness staff & lifeguards.</div>	2 5 Very High	
22	Users of the Leisure Centres are put at risk due to the employment of staff who are unsuitable to work with vulnerable people.	Effect: Accusation of inappropriate behaviour relating to members of the public and in particular young persons; adverse publicity; legal implications; adverse impact on service provision if all CRB	4 5 Very High	<div style="border: 1px solid black; padding: 2px;">Each Lesiure Centre Manager is a Designated Child Protection Officer</div> <div style="border: 1px solid black; padding: 2px;">References undertaken</div> <div style="border: 1px solid black; padding: 2px;">1 member of recruitment panel trained in 'safeguarding' issues.</div>	2 5 Very High	

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124	Loss of Land Charges Revenue to Personal Search Companies	Loss of income	5 5 Very High	<div data-bbox="1106 204 1585 370">HDC Policy and Procedures on Safeguarding Children, Young People and Vulnerable Adults in place. Structure in place to implement action plan arising from Policy.</div> <div data-bbox="1106 376 1585 421">Staff guidance issued;</div> <div data-bbox="1106 427 1585 497">Staff shadowing in place until CRB checks returned</div> <div data-bbox="1106 504 1585 609">Criminal Records Bureau checks are carried out & references (not for Variable Hours staff) taken up;</div>	5 5 Very High	Implement Review of Processing System and Costs
				Assess and reduce where possible internal processing costs		
				Implement advertising campaign with potential customers		

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16	A member of the public /Council employee is seriously injured or killed due to the Council not providing its employees with either a safe working environment or sufficient and adequate training with regard to the tasks that it requires to be carried out	Adverse publicity following an incident / injury from an RTA involving HDC staff who are driving on Council business; employee driving on Council business without cover; vehicle not roadworthy death / injury to member of staff, public, customer whilst using Council services / facilities, Fire in Council premises / facilities resulting in death / injury to stakeholders, lone working	3 5 Very High	<div data-bbox="1102 268 1581 469">All staff who drive on Council business self-certify that they have valid driving licences, appropriate insurance and that their vehicle has an MOT (if required). Driving licence check, initial and annual. Driver training.</div> <div data-bbox="1102 475 1581 705">Health and Safety issues are discussed annually Activity Managers are all trained in Health and Safety Management Health and Safety inspections Health and Safety Officer and Committee</div> <div data-bbox="1102 711 1581 849">Quarterly review of all Health and Safety risk assessments and incidents - related action plans are implemented and recorded</div> <div data-bbox="1102 855 1581 957">Induction training in Health and Safety Different training courses available, risk assessments</div>	2 5 Very High	Investigate the possibility of annual driving licence & insurance checks.

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15	ICT Security is breached causing both the loss of data and a loss of trust in the reliability of the data being held.	Effect: Loss / damage to equipment Adverse impacts on service delivery Deadline slippage Targets not achieved Replacement costs Lead in times for replacement	3 5 Very High	Access controls Security marking of assets Locks on notebook computers Equipment postcoded Email filtering greatly reducing viruses, trojan software & spam Booking procedures for use of laptops away from the office CCTV unit Back up tapes Caretaker protocols Fire / security protection	2 5 Very High	
21	Information or data is lost leading to an inability to provide an appropriate service, litigation against the Council and a failure to respond to requests for information.	Effect: Unauthorised access to records and information Breaches in confidentiality Loss of information and data Bad reputation / adverse press Data / software not removed before IT equipment is disposed of Leak of rehousing info - domestic violence case may result in death	4 5 Very High	Documents held in metal filing cabinets in most cases Staff aware of arrangements for disposal of confidential waste - including use of shredding equipment All incendiary sources away from cabinets, only destruction of building should cause such loss Office access controls Non - active case files routinely stored Staff training, policies and management processes regarding the need for confidentiality Corporate Policy for Records Management & Document Retention"	3 5 Very High	Encryption software needs to be implemented in order to protect the lost of data.

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				<div data-bbox="1102 228 1583 296" style="border: 1px solid black; padding: 2px;">All software is removed and hard disks wiped clean by IMD before disposal</div> <div data-bbox="1102 308 1583 376" style="border: 1px solid black; padding: 2px;">Staff are encouraged to challenge strangers in secure areas</div> <div data-bbox="1102 387 1583 456" style="border: 1px solid black; padding: 2px;">All confidential documents stored in a semi-secure environment</div> <div data-bbox="1102 467 1583 536" style="border: 1px solid black; padding: 2px;">Many records held electronically and servers not held on the same floors</div> <div data-bbox="1102 547 1583 616" style="border: 1px solid black; padding: 2px;">The Council operates a no smoking policy in it's buildings</div>		
104	Delays to the construction of the new A14 may lead to a failure to achieve the longer term development/regeneration strategy for Huntingdon (see cause & effect for full risk)	Delays to the construction of the new A14 may significantly reduce the amount of new development land that becomes available for housing and other developments, leading to a failure to achieve the longer term development/regeneration strategy for Huntingdon and in particular Huntingdon Town Centre, thereby potentially undermining the vitality and viability of the local economy and causing significant problems in term of the Councils ability to deliver new housing, commercial and retail developments and to resist inappropriate planning proposals.	2 5 Very High	Promote early implementation of the A14 by lobbying the Highways Agency and Central Government and by committing appropriate resources to the upcoming public inquiry etc.	2 5 Very High	