

Appendix 4: Risk Register

					Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
Title	Risk description	Opp/ threat	Cause	Consequence			I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Damaged flags	Flags flown in a damaged or soiled condition	Threat	Wear and tear / exposure to adverse conditions	Disrespect implied to the place, organisation or event the Council has chosen to mark or celebrate	12/03/2019	David Hawkins	3	3	3	1	3	1		Suitable storage and regular inspection of flags. Spares kept for national flags. Quick replacement of damaged flags	12/03/2019 and ongoing			David Hawkins
Planning restrictions	Planning consent not obtained to fly certain flags	Threat	Applications refused / insufficient time to obtain planning consent	Commitments are not met.	12/03/2019	Andrew Brown	3	3	3	3	3	2		Consent to be obtained in advance for regular commitments. Clarity in the protocol that consent must be obtained for one-off requests, where required.	12/03/2019 and ongoing			Andrew Brown
Availability of trained staff	Flags not flown or not flown correctly	Threat	Lack of trained staff	Commitments are not met / disrespect may be implied to the place, event or organisation the Council has chosen to mark or celebrate	12/03/2019	David Hunt	3	3	3	1	3	1		Staff trained to hoist and fly flags correctly in adherence with the Flying Flags in the United Kingdom guidance. 4 week notice requirement for one-off requests provides time for trained staff to be made available.	12/03/2019 and ongoing			David Hunt

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