

Corporate Assurance Risk Register

March 2017

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Torridge District Council's Corporate Assurance and Risk Register is a best practice template for recording and managing risks. The Council also promotes the use of Assurance and Risk Registers for managing risks within service areas which are recorded and managed in service and project plans.

The Risk Register is a management tool where a review and updating process identifies, assesses and manages down the risk to acceptable levels. It provides a framework in which problems that may arise and adversely affect the delivery of the Council's aims and priorities are captured and actions instigated to reduce the likelihood and impact of that particular risk.

Section 1 - Three Stage Risk Scoring Process

Torrige District Council operates a 3 Stage Risk Scoring process as outlined in the Council's Risk Management Strategy which is available on the Council intranet site. The information below offers a brief overview of each stage of the Risk process.

Inherent score – the risk scored with no controls, assurances or actions in place.

Current score – the risk scored with controls, assurances and progressed actions.

Target score – the risk score with controls and assurances in place and linked actions completed.

As controls and assurances are put in place and actions completed the Risk will be more controlled and, therefore, the current score moves towards the Target Score.

Section 2 - Risk Matrix

E X A M P L E S OF IMPACT				CORPORATE RISK GRID				
Reputational	Compliance	Financial	Service Provision / Continuity					
<ul style="list-style-type: none"> National publication (name and shame) by external body leading to a loss of control over the running of Council operations Front page of national paper 	<ul style="list-style-type: none"> Facing serious penalties or prosecution & criticism from institutions such as Ombudsman, Info. Commissioner Customers are treated unfairly & suffer damage by the Council 	<ul style="list-style-type: none"> Over £400k loss or additional cost to the Council. 	<ul style="list-style-type: none"> Service delivery affected by over 3 months. Statutory / critical service delivery will cease for a period of time without any effective contingency. 	High	3	6	9	12
<ul style="list-style-type: none"> National or local front-page press article leading to a reduced ability to affectively deliver one or more services. National press article 	<ul style="list-style-type: none"> The Council may face criticism and be ordered to comply with legislation by an external body as a result of a breach 	<ul style="list-style-type: none"> Between £100k-£399k loss or additional cost to the Council 	<ul style="list-style-type: none"> Delivery affected between 1 & 3 months. Loss of a non-critical service for a significant period of time. 	Medium	2	4	6	8
<ul style="list-style-type: none"> Disgruntled local groups/ individuals possibly leading to internal complaints with research into the causes Local press article &/or ombudsman enquiry 	<ul style="list-style-type: none"> The Council may commit largely undetectable breaches in legislation Internal procedure breaches that could have other minor effects on reputation, service delivery etc. 	<ul style="list-style-type: none"> Between £10k-£99k loss or additional cost to the Council. 	<ul style="list-style-type: none"> Delivery affected by up to 1 month. Minor disruption or inconvenience to service delivery & customers. (Reduced staffing, late opening, temp loss of IT). 	Low	1	2	3	4
				EXAMPLES OF LIKELIHOOD				
				Low	Medium	High	Very High	
				Less than 10% chance of occurrence Never happened before Circumstance never encountered	10% to 40% chance of occurrence Only likely to happen once every 3 or more years Circumstances rarely encountered	41% to 75% chance of occurrence Likely to happen at some point in the next 3 years Circumstances occasionally encountered	More than 75% chance of occurrence Regular occurrence Circumstances frequently encountered	

Risk Title	1. Balanced Budget						
Stage 1 - Risk without controls (Inherent risk)							
Code	Risk - CAUSE, EVENT, EFFECT	Risk Owner	Risk type	Risk category	Inherent risk score		
CR1	Risk that inability to deliver savings and a balanced budget will result in an in year overspend	Steve Hearse	Strategic	Financial		13xL4 =12	
Stage 2 – Risk with Controls and Assurances (Current risk)							
List of controls and associated assurances to ensure controls are working					Current risk score	12xL1 =2	
<p>1. Control – Budget setting process to identify deliverable savings through budget proposal reports to SMT, Members, Scrutiny Committee, C&R Committee and Council. Assurance – Reports to and minutes of meetings.</p> <p>2. Control – Management oversight of budget monitoring through Quarterly Business Review, Capital Asset Management Working Group, Revenue and Capital Budget Monitoring report. Assurance – QBR Report.</p> <p>3. Control – Leader and Head of Paid Service challenge to Services through SMT. Assurance – Minutes of meetings.</p> <p>4. Control – Head of Paid Service challenge to SMT and OMT. Assurance – Minutes of Team meetings and emails.</p> <p>5. Control – Budget profiling continually reviewed to ensure accurate forecasting and refined in light of actual spend patterns. Assurance – Reports to and minutes of meetings</p> <p>6. Control – Regular monitoring of overall budget and budget savings through Member and officer Governance arrangements, including SMT, Scrutiny, C&R, and Council. Assurance – Minutes of meetings</p> <p>7. Control - Grant Thornton VFM and Financial Resilience exercise carried out annually provides assurance in the report that the Council has robust systems in place and that we are in a strong financial position going forward. Assurance – Grant Thornton</p>							
Stage 3 – Further actions to reduce the risk (Target risk)							
Code	Actions to further mitigate risk / maximise opportunities	Action Owner	Due Date	Comments/update on progress	RAG Status	Target risk score	12xL1 =2
New1	The Medium Term Financial Strategy will be reviewed in January / February 2017	Steve Hearse	28 February 2017	Completed and approved by Full Council – 28 February 2017			
New 2	Business rates revaluations – to evaluate the impact on TDCs finances and MTFs	Steve Hearse	31 January 2017	Completed as far as 2015 valuation list in concerned new list from 1 April 2017.			
New 3	NHB consultation – to understand the impact of the results of the consultation and changes	Steve Hearse	31 January 2017	Completed & incorporated into 2017-18 Budget & MTFs. However, still lack of clarity over Planning granted on appeal.			
New 4	Living wage and review of salaries – evaluate the impact	Steve Hearse	30 June 2017				
New 5	Going concern evaluation – External Audit requirement to consider. Report to A&G	Steve Hearse	30 April 2017				
New 6	Successful implementation of the Waste & Recycling Project	Richard Haste	30 June 2018	Approved by Full Council – search for Depot underway, which is key component			

Risk Title	2. Human Resource Planning							
Stage 1 - Risk without controls (Inherent risk)								
Code	Risk - CAUSE, EVENT, EFFECT	Risk Owner	Risk type	Risk category	Inherent risk score	I3xL2 =6		
CR2	A draft workforce plan has been developed following the staff reduction and management restructure in 2014. The Transforming Torridge programme is underway with project plans in place. There are a few remaining temporary arrangements across the Council and appointments to the new roles in the structure are being finalised.	Sarah Ayres	Strategic	Service Provision				
Stage 2 – Risk with Controls and Assurances (Current risk)								
List of controls and associated assurances to ensure controls are working					Current risk score	L3xL2 =6		
<p>1. Control – Management restructure taken place. Individual services complete business plans. Temporary staffing arrangements were in place to allow additional time for managers to review services. Assurance – Approved by relevant committee. Staffing arrangements approved via GWAF process.</p> <p>2. Control – An outline Workforce Plan has been developed for 2015/16. Vacancy controls will be maintained. Assurance – All vacancies are managed by GWAF process and filling of vacant posts is scrutinised by HRM and HoPS.</p>								
Stage 3 – Further actions to reduce the risk (Target risk)								
Code	Actions to further mitigate risk / maximise opportunities	Action Owner	Due Date	Comments/update on progress	RAG Status	Target risk score	I3xL1 =3	
New 1	Develop workforce plan	Sarah Ayres	31 May 2017	Draft produced and being updated to reflect latest position				

Risk Title	3. Reputation of the Council							
Stage 1 - Risk without controls (Inherent risk)								
Code	Risk - CAUSE, EVENT, EFFECT	Risk Owner	Risk type	Risk category	Inherent risk score			
CR3	Risk that failure to manage and control the Council's actions/activities will result in adverse publicity and significantly damage the reputation of the Council.	Jamie Hollis	Strategic	Reputation		13xL4 =12		
Stage 2 – Risk with Controls and Assurances (Current risk)								
List of controls and associated assurances to ensure controls are working						Current risk score	13xL1 =3	
<p>1. Control – Progress with business plans is monitored via quarterly business reviews (QBR) and key performance indicators (KPI). Assurance – QBR's and KPI's reported to SMT and Committees who challenge as appropriate.</p> <p>2. Control – Properly functioning committees and working groups. Assurance – Constitution and minutes of meetings</p> <p>3. Control – Monitoring of all Freedom of Information requests Democratic Services and Communications to assess and anticipate appropriate response. Assurance – Minutes of meetings</p> <p>4. Control – Monitoring and reporting of Complaints. Assurance – Ensure learning points and highlight areas of concern. Emails to managers and regular reporting of stats to members via bulletin.</p> <p>5. Control – Monitoring Officer and Standards Committee oversee Cllr behaviour Assurance – Minutes of meetings and monitoring officer reports</p> <p>6. Control – Monitoring information about the Council in the local media. Assurance – Formal responses to press enquiries including quotations from Councillors. Proactive placing of positive news stories.</p> <p>7. Control – Property Team oversee major decisions and major projects. Assurance – Officers are responsible for carrying out due diligence and for checking that this has taken place.</p>								
Stage 3 – Further actions to reduce the risk (Target risk)								
Code	Actions to further mitigate risk / maximise opportunities	Action Owner	Due Date	Comments/update on progress	RAG Status	Target risk score		
New 1	Oil spill in harbour – officers trained three years ago Simon, Ricky and Roger Hoad – training certificate expires February 2017	Sean Kearney	31 January 2017	Agreed ST will undertake training as only one day and investigate whether SK & JW complete the full four day course. SH to discuss with SA		13xL1 =3		
New 2	Harbour plan – out of date and needs refreshing	Sean Kearney	30 June 2017?	RH – confirmed plan still usable to a degree, but needs updating				

Risk Title	4. Business Continuity						
Stage 1 - Risk without controls (Inherent risk)							
Code	Risk - CAUSE, EVENT, EFFECT	Risk Owner	Risk type	Risk category	Inherent risk score		
CR4	Risk that following an unforeseen event the Council's business continuity processes are not robust enough to enable provision of key services in an emergency.	Jon Walter	Strategic	Business Continuity	13xL4 =12		
Stage 2 - Risk with Controls and Assurances (Current risk)							
List of controls and associated assurances to ensure controls are working					Current risk score	12xL2 =4	
<p>1. Control – Corporate Business Continuity Plan. Assurance – Corporate Business Continuity Plan</p> <p>2. Control – Service Business Continuity Plans monitored by SMT. Assurance – Update reports to SMT.</p> <p>3. Control – Identification and prioritisation of Corporate ICT systems for recovery as part of Business Continuity Plan. Assurance – Reviewed annually by ICT Manager. Monthly monitoring by ICT and by Emergency Planning.</p> <p>4. Control – ICT System processes and skills in place to re-establish key systems. Assurance – Regular reports from Business Transformation Manager.</p>							
Stage 3 - Further actions to reduce the risk (Target risk)							
Code	Actions to further mitigate risk / maximise opportunities	Action Owner	Due Date	Comments/update on progress	RAG Status	Target risk score	
New 1	Zurich to undertake a Business Continuity review and report	Jon Walter / Mike Norton	28 February 2017	Awaiting for agreement on changes to review on IT aspects		12xL1 =2	
New 2	Arrangements for telephony at disaster recovery at Caddstown	Roger Bonaparte	31 July 2017	Is in plan to be delivered, only 1 quote from BT – review and confirm if still on track			
New 3	Business Continuity Plans – review all to ensure up to date and need to test to ensure fit for purpose	Simon Toon / Richard Haste	31 June 2017	Discussion on testing whether Caddstown is fit for purpose if needed due to major incident e.g. setting up as temporary office and or silver command			

Risk Title	5. Civil Emergencies						
Stage 1 - Risk without controls (Inherent risk)							
Code	Risk - CAUSE, EVENT, EFFECT	Risk Owner	Risk type	Risk category	Inherent risk score		
CR5	Risk that following an unforeseen event the council cannot respond to an emergency and fulfil its statutory duties under the Civil Contingencies Act 2004. Putting the public at risk and damage to the Authorities reputation.	Richard Haste	Strategic	Compliance Reputation	13xL3 =9		
Stage 2 - Risk with Controls and Assurances (Current risk)							
List of controls and associated assurances to ensure controls are working					Current risk score	12xL2 =4	
<p>1. Control – Corporate Emergency Plan and specific plans in place. Assurance – Emergency Plans</p> <p>2. Control – Members of OMT and SMT trained to respond to an emergency. Assurance – Training provided</p> <p>3. Control – Member of the Local Resilience Forum. Multi agency group responsible for ensuring Category 1 duties are fulfilled Assurance – Attendance by Waste and Recycling Manager at regular multi agency meetings</p> <p>4. Control – Out of hour's standby service operating 24/7. Assurance – Trained officers duty rota</p> <p>5. Control – Member of the Northern Devon Responders Forum and Blue Light Forum, when local incidents are discussed and planned for. Assurance – Attendance by Waste and Recycling Manager on a quarterly basis</p>							
Stage 3 - Further actions to reduce the risk (Target risk)							
Code	Actions to further mitigate risk / maximise opportunities	Action Owner	Due Date	Comments/update on progress	RAG Status	Target risk score	
New 1	Training for Members on emergency planning and dealing with emergencies	Richard Haste	30 June 2017			12xL1 =2	
New 2	Refresher training for OMT / SMT on roles of silver officers	Richard Haste	30 June 2017	JW / AR to be given full training and OMT refresher			

Risk Title	6. Safeguarding children and vulnerable adults							
Stage 1 - Risk without controls (Inherent risk)								
Code	Risk - CAUSE, EVENT, EFFECT	Risk Owner	Risk type	Risk category	Inherent risk score			
CR6	Officers and members of the Authority may not identify and report to the MASH any vulnerable adults or children that are at risk of abuse as required by the Children's Act. Putting individuals at risk, damage to the Council's reputation and possible financial/legal implications (eg. Baby Peter case)	Steve Hearse	Strategic	Compliance Financial Reputation		13xL4 =12		
Stage 2 - Risk with Controls and Assurances (Current risk)								
List of controls and associated assurances to ensure controls are working						Current risk score	13xL2 =6	
<p>1. Control – A Safeguarding Policy has been approved. Assurance – Approved by Full Council.</p> <p>2. Control – There is Council representation at Multi Agency Safeguarding and Harm meetings. Assurance – Meeting minutes.</p> <p>3. Control – Training has and will take place for Safeguarding Officers. Assurance – Attendance list.</p> <p>4. Control – A Lead Safeguarding Officer and deputy have been appointed. A Safeguarding Group has been established. Assurance – Lead Safeguarding Officer and Deputy positions have been filled by the Strategic Manager (Resources) and the Customer Support Manager. Group includes the HRM and Senior Solicitor to cover Members and Staff</p> <p>5. Control – 2014-15 s11 Return submitted. Demonstrated compliance with requirements Assurance – Return completed.</p> <p>6. Control – Attendance of Devon wide leads meeting by either Head or Deputy</p>								
Stage 3 - Further actions to reduce the risk (Target risk)								
Code	Actions to further mitigate risk / maximise opportunities	Action Owner	Due Date	Comments/update on progress	RAG Status	Target risk score		
New 1	Promote Member DBS checks	Steve Hearse	31 December 2016	Few Members have come forward for DBS checks despite reminders. Therefore will have to accept risk			13xL1 =3	
New 2	Information for staff e.g. flowchart on website and card detailing actions, contacts and numbers to deal with a safeguarding event	Simon Toon	30 November 2016	Completed				
New 3	Additional training on suicide / prevent agenda	Steve Hearse	31 December 2016	Awaiting details of training dates for Sarah Ayres plus 1 other Manager				
New 4	Review and implement standard formats for reports to generate consistent and clear reporting	Steve Hearse	31 May 2017	Review and implement standard formats for reports to generate consistent and clear reporting				
New 5	Consultation on Taxi Licensing policy – statutory safeguarding training	Janet Williams	31 May 2017					

Risk Title	7. Corporate Manslaughter							
Stage 1 - Risk without controls (Inherent risk)								
Code	Risk - CAUSE, EVENT, EFFECT	Risk Owner	Risk type	Risk category	Inherent risk score			
CR7	Risk that a fatality occurs and the council are found to have failed to ensure the safety of staff and/or public resulting in the Council being charged with Corporate Manslaughter. This will result in financial/legal implications (prosecution and unlimited fines). If a prohibition notice is issued it will stop Council activities until non-compliance has been rectified. Adverse publicity will cause damage to reputation of the Council. Senior Officers may also be subject to fines and imprisonment	Head of Paid Service/SMT	Strategic	Compliance Financial Performance Reputation		I3xL4 =12		
Stage 2 - Risk with Controls and Assurances (Current risk)								
List of controls and associated assurances to ensure controls are working						Current risk score		
<p>1. Control –The Council has in place health and safety policies and procedures which are reviewed and updated as necessary by the Corporate H&S Advisor. Assurance – Available to view on council intranet site; Corporate Health and Safety Policy last reviewed July 2014. Policies are reviewed as a minimum every 3 years. They were last updated April 2012.</p> <p>2. Control – All services have risk assessments in place. Specific risk assessments for high risk areas such as asbestos and legionella. Assurance – Service managers responsible for undertaking and maintaining risk assessments in their own areas. Audits by Corporate H&S Advisor.</p> <p>3. Control – All Council Buildings and Public areas are subject to programmed and reactive maintenance. Risk assessments, inspections and audits undertaken. Assurance – Budget managed by Property Services, Records maintained.</p> <p>4. Control – All fleet vehicles are subject to routine servicing, maintenance and MOT as necessary. Assurance – Maintenance and servicing records, vehicle defect reports and subsequent actions recorded.</p>							I3xL2 =6	
Stage 3 - Further actions to reduce the risk (Target risk)								
Code	Actions to further mitigate risk / maximise opportunities	Action Owner	Due Date	Comments/update on progress	RAG Status	Target risk score		
New 1	Corporate H&S training arranged for OMT	Janet Williams	31 January 2017	Completed all OMT			I3xL1 =3	
New 2	All H&S assessments need to be updated following training	Janet Williams	31 March 2017	Revised action date of 30 June 2017				
New 3	Organise training for SMT	Janet Williams	30 June 2017					

