

Report to:	Lanarkshire Valuation Joint Board
Date of Meeting:	7 March 2011
Report by:	Assessor and Electoral Registration Officer

Subject:	Update of Risk Register for Lanarkshire Valuation Joint Board
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ To present to members of the Joint Board for noting, a list of new risks identified and an updated risk register and Risk Control plan.

2. Recommendation(s)

2.1. The Board is asked to approve the following recommendation(s):-

- (1) The Board is asked to note the content of the updated List of Risks and the Risk Control Plan.

3. Background

3.1. At the Joint Board meeting of 29 November 2010 I undertook to update the Joint Board's risk register and to report on the outcome at the next meeting.

4. Risk Workshop

4.1. In accordance with guidance from Internal Audit, a risk workshop took place on 28 January 2011. A report from Joan Allan, SLC Risk and Audit Manager dated 15 February 2011 was prepared and presented to the Joint Board's Management Team. Risks were identified and evaluated by Lanarkshire Valuation Joint Board's Management Team, for all classifications of risk within South Lanarkshire Council's Risk Management Strategy and according to the Council's risk management methodology.

4.2 A number of new risks were also identified at the workshop, these are detailed in table one below.

Table one

Risk description	Controls	Inherent risk score	Residual risk score
Compulsory requirement of LVJB to participate in SLC Pool Car scheme. LVJB have a high proportion of car users and this will lead to loss of survey time due to car checks etc of approximately 1 one hour per day (20%).	1) Actively negotiating with SLC.	9	9

<p>Risks arising from budget strategy - Council Tax</p> <p>The Board's workload is the highest in Scotland for this area; therefore the highest risk to service delivery arising from the budget strategy affects Council Tax. Increased workloads can be attributed to time taken to add new houses and when amending bandings following an extension or sale. Whilst workloads have increased, staffing levels have fallen. As a result there could be an increase in the number of complaints received affecting the reputation of the Board.</p>	<ol style="list-style-type: none"> 1) The new survey management database will improve the efficiency of allocation and monitoring of workload. 2) Workload will be carried out in accordance with statute but may not necessarily meet the expectations of Council tax payers. 	9	9
<p>Risks arising from budget strategy – Electoral Registration</p> <p>Constraints due to the budget strategy could result in a reduction of resources allocated to electoral registration which increases the risk of between 32000 to 70000 electors dropping off the register. The board will also struggle to meet the Electoral Commission's performance standards for electoral registration. The workload of the board continues to grow whilst staff levels are falling. Workload has increased by around 20% per FTE.</p>	<ol style="list-style-type: none"> 1) Changes made to canvass form and notes to increase uptake of electronic registration. This will reduce the amount of time required to process canvas returns 2) Door to door canvass has been focused on properties where there is no registered elector or where there is evidence of change of Council tax payer. This has reduced the cost of door to door canvassing. 3) Use of data matching has increased to reduce the risk of electors being deadwooded. This will be developed to offset the effects of further reductions in resources. 	9	7
<p>Risks arising from budget strategy – Non domestic</p> <p>Constraints due to the budget strategy means the Board could fail to properly</p>	<ol style="list-style-type: none"> 1) Survey management database being developed to improve the efficiency of the allocation and monitoring of survey 	9	7

resource appeal workloads which increase the risk of loss of value on the appeal and loss of income to the rating pool. Loss of income will also be realised for Valuation of Electricity Subjects as the valuation requires to be carried out in the same financial year. Resources would require to be moved from Council Tax to deal with the growing workload. The reputation of the Board is also at risk due to making late entries.	workload. This will reduce the risk of failure to carry out surveys within the appropriate financial year. 2) Resources are reallocated from workloads with a less pressing statutory timetable.		
Industrial action by staff as a result of Government budget savings, pension changes, tax rises, pay freezes etc	1) Partnership working 2) Grievance procedures 3) JTUC participation 4) JCC Structures 5) Employee issues forum	9	7
Difficulty in recruiting canvassers if they are not allowed to claim car mileage for using their own vehicle.	1) Actively negotiating with SLC.	9	7
Upsurge in non-domestic appeal activity due to the current economic climate. This leads to greater time spent by LVJB staff on handling appeals.	1) Continual development of non domestic appeal disposal programme	8	7
Registration appeals from prisoners are on the increase due to campaigns by human rights lawyers and new legislation. This leads to resources being tied up handling appeals and an increase in costs	1) Prisoner application hearings 2) System and procedure in place to handle appeals 3) Liaison with Scotland Office on legislation updates 4) Relationships maintained with SLC Legal Services	7	5
Advertising of vacancies restricted to the My Job Scotland Portal may exclude persons with no IT access or those from varying socio-economic or diverse groups having no knowledge of vacancies	1) LVJB sit on working groups for equality issues 2) Free IT access available in SLC libraries	6	5

4.3 Eight risks were removed from the register as they have been concluded or combined with an existing risk.

4.4 The risk register and risk control plan have been updated to take account of the new risks and the changes made to existing risks and actions. The updated risk register is attached at appendix one and risk control plan attached at appendix two.

5. Employee Implications

5.1. Certain identified risks have staffing implications. A full impact assessment would be carried out if and when the risks move from potential to actual status.

6. Financial Implications

6.1. There are likely costs involved in developing some of the controls necessary to mitigate risk. These will be met from within existing resources.

7. Other Implications

7.1. Failure to demonstrate sound risk management practices may affect the assessment of governance arrangements made by external auditors. Inadequate management of risks can affect performance and delivery of LVJB aims and objectives.

8. Equality Impact Assessment and Consultation Arrangements

8.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.

9. Privacy Impact Assessment

9.1 The report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.

Edward P Duffy
Assessor and Electoral Registration Officer

16 February 2011

Previous References

Internal Audit Report – Identification of risks for the Lanarkshire Valuation Joint Board: 1 June 2009

List of Background Papers

Update of risk register for the Lanarkshire Valuation Joint Board, report by Joan Allan (Risk and Audit Manager) 15 February 2011.

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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