

# Report

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Report to:	<b>Corporate Resources Committee</b>
Date of Meeting:	<b>15 February 2012</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Annual Update on Resource Risk Register</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide details of the system and controls in place within the Resource to control and minimise risks
- ◆ provide details of Corporate Resources current Risk Register

## 2. Recommendation(s)

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

- (1) that the system and controls in place to monitor risks within the Resource be noted.

## 3. Background

- 3.1. The Council's Risk Management Strategy promotes consideration of risk in service delivery, planning and decision making processes. The strategy requires Resources to record and review risks and control actions regularly. Corporate Resources follows the Council guidance in developing, monitoring and updating the Risk Register on an ongoing basis.
- 3.2. The purpose of the Register is to ensure that the Resource is fully aware of the main risks that it has, prioritise these risks and have controls in place to eliminate or minimise the impact of the risk.
- 3.3. The Resource scores the risks in accordance with the Council scoring mechanism which scores risks based on likelihood and impact of risk. This results in risks being scored between 1 – 9 (low – high).
- 3.4. Risks are scored on their inherent risk (risk if we do nothing) and their residual risk (risk after applying controls).

## 4. Resource Risk Register

- 4.1. The Resource Risk Management Group has responsibility for the promotion and management of risk and each service is represented on the Group by a senior manager. The Group is chaired by the Health and Safety Manager who acts as the Resource Risk Sponsor. The Resource Risk Register is monitored on an ongoing basis by the Group to allow new risks to be added and for the control measures and scores of the existing risks to be reviewed in light of new information. The Risk Register is maintained within the Corporate Risk Management system, Fig tree.

- 4.2. Risks can result from internal or external influences, with examples being legislative changes or the impact of internal service changes.
- 4.3 The development process for the Resource Plan and specific service plans allows the impact on the Resource Risk Register to be considered and all appropriate actions in the Resource/Service plans have a corresponding risk within the Risk Register. These risks and control measures are updated following periodic monitoring and where necessary, additional actions are identified and included.
- 4.4 The Audit and Improvement Service provides regular reports on the number and cost of insurance claims made to the Council. This information is analysed and insurance hotspots are reported to Resource Risk Sponsors for the inclusion in the Resource Risk Register. There were no hotspots identified during 2009/2010 for Corporate Resources.
- 4.5 Risks scored 7 – 9 are considered high risks and these are monitored closely. Appendix 1 lists the high risks detailed on the Resource Risk Register.

## **5. Next Steps**

- 5.1. The Resource Risk Group will continue to review and update the Risk Register on an ongoing basis. An update report will be provided to members on an annual basis.

## **6. Employee Implications**

- 6.1. None.

## **7. Financial Implications**

- 7.1. There are no financial implications related to the management of Resource risks other than employee time.

## **8. Other Implications**

- 8.1. There are no implications for sustainability in terms of the information contained in this report.
- 8.2. Failure to properly manage and raise awareness of the key risks could have a negative impact on future service delivery.
- 8.3. Failure to adequately control some risks could result in financial loss.

## **9. Equality Impact Assessment and Consultation Arrangements**

- 9.1. 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.
- 9.2 There was no requirement to undertake any consultation in terms of the information contained within this report.

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

5 January 2012

**Link(s) to Council Objectives/Improvement Themes/Values**

- ◆ Accountable, effective and efficient

**Previous References**

- ◆ Corporate Resources Committee - 10 November 2010

**List of Background Papers**

None

**Contact for Further Information**

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

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## CORPORATE RESOURCES – TOP TEN RISKS

<b>Risk Description</b>	<b>Inherent Risk Score</b>	<b>Control Measures</b>	<b>Residual Risk Score</b>
Failure to comply with Health and Safety legislation	8	Health and Safety Management system Accident Review Quarterly Performance Reports	3
Business continuity not complete or robust	8	Contingency Planning review of plan and procedures	5
Governance Gaps	5	Review of decision making element of Corporate Governance arrangements	2
Failure to deliver Service plan	8	Monitoring arrangements reports to Extended Management Team	2
Failure to provide Licensing Service	7	Monitoring of system development Testing of system Electronic Licensing Management System (ELMS) available at present	1
Reduction in political consensus	9	Decision/ scrutiny arrangements Political balance in Committees Standard procedure from cross party communication and leadership meeting	7
Lack of capacity and skills	8	New workforce analysis and planning tool	5
Ineffective partnership working	7	Prepare partnership register Review Governance arrangements regarding partnership working in line with Good Governance checklist Establish on-line guidance on partnership arrangements	2
Equal Pay	5	Equal Pay audit Refine of equal pay case after pre-loaning review Update senior officers on progress	4
Lack of Health and Safety training	4	Use of People Connect to request/ track training records Development of matrix of core health and safety training	4
Loss of vital records	7	Review of control measures	4