

- Report to: Audit Sub-Committee
- Subject: Operational Risk Register Review
- Date: 6th December 2006
- Author: Manager of Resource Services

1. <u>PURPOSE OF REPORT</u>

To update members of the changes made to the Operational Risk Register following the review completed during quarter three of the current financial year.

2. BACKGROUND

Operational risks are reviewed annually during quarter three. The review forms an integral part of the Authority's Corporate Governance Framework, highlighting changes to the impact and likelihood of existing risks with respect to both inherent and residual aspects.

In addition new risks are identified and evaluated to assess their potential impact on the Authority's objectives and processes.

3. <u>REVIEW RESULTS</u>

The review of operational risks is summarised in the table below:

Dept/Service	Operational Risks Brought Forward	Operational Risks Discharged	New Risks	Operational Risks Carried Forward
Housing	66	35	9	40
Leisure	38	3	4	39
Legal	25	5	1	21
Cabinet	23	11	2	14
Planning	50	1	7	56
Finance	58	26	11	43
Direct Svs	54	11	4	47
Personnel	48	16	7	39
Total	362	108	45	299

Of the 362 risks brought forward from the previous review, 108 have been discharged with 45 new risks being identified resulting in an overall carry forward figure for the Authority of 299.

The new risks identified are summarised in the table below:

Risk	Risk	Department
Number		
79	Stock Transfers	Housing
80	Health & Safety System	Housing
81	Management of Asbestos	Housing
82	Implementation of Low Demand Review	Housing
83	Revise Allocation Policy	Housing
84	Equalities & Diversity	Housing
85	Criminal Records Bureau Checks	Housing
86	Environmental Warranty of Housing	Housing
87	Choice of RSL Partner – Stock Transfer	Housing
50	Muslims Burials	Leisure
51	Safety Tests on Head Stones	Leisure
52	Smoking Ban	Leisure
53	Reviewing Programming and opening hours of all Leisure Centres	Leisure
32	Undertake Preparation for Borough & Council Elections	Legal & Democratic Services
28	Participation in the Conurbation Area Agreement	Cabinet Office
29	Delivery of the process to support CPA	Cabinet Office
57	Introduction of CRM	Planning & Environment
58	Single non emergency number	Planning & Environment
59	Remote Working	Planning & Environment
60	Consultation of Regional Spatial Awareness	Planning & Environment
61	Strategic Flood Risk Assessment	Planning & Environment
62	Recruitment of Professional Officers	Planning & Environment
63	Housing, Planning Development Grant	Planning & development
68	Statutory Returns – Revenues	Finance
69	Statutory Returns - Housing Benefits	Finance

70	Statutory Returns - Financial Services	Finance
71	Updating & Review of Finance Strategy	Finance
72	Benefit Strategy	Finance
73	Finance Department Staffing Review	Finance
74	Shared Services	Finance
75	Business Continuity Planning	Finance
76	Inadequate BCP advice to local businesses	Finance
77	Revenue Grants	Finance
78	Support Service impost of LSVT	Finance
66	Fuel Stocks	Direct Services
67	Muslim Burials	Direct Services
68	Memorial Testing	Direct Services
69	Decriminalise parking enforcement	Direct Services

Details of these risks are attached at Appendix A.

4. <u>RECOMMENDATION</u>

Members are requested to note the contents of the report.

Appendix A

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 79

RISK: Stock Transfers

EXPOSURE:

Classification: Financial, Reputation Responsible Officer:Lynn Clayton

Inherent Risk:	
Likelihood: Probable	Impact: Major
Current Risk Status:	
Likelihood: Possible	Impact: Major

Controls in Place:

Agreement with RSL partner to indemnify cost Project team Consultation Communication Legal Advice

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 80

RISK: Housing Health & Safety system

EXPOSURE:

Classification: Financial, Reputation,	Responsible Officer: Diane Grattage
Legal	

Inherent Risk:	
Likelihood: Probable	Impact: Major
Current Risk Status:	
Likelihood: Possible	Impact: Minor

Controls in Place:

Survey, repairs Training, specification, reviews Planned improvements

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 81

RISK: Management of Asbestos

EXPOSURE:

Classification: Reputation,	Responsible Officer: Diane Grattage
Environmental, Legal, Financial	

Inherent Risk:	
Likelihood: Frequent	Impact: Catastrophic
Current Risk Status:	
Likelihood: Almost Never	Impact: Catastrophic

ontrols in Place:	
irveyed	
bestos Register	
anage Disposal	
aining	
pecialist Contractors	
oposed Action:	

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 82

RISK: Implementation of low demand review

EXPOSURE:

Classification: Reputation, financial,	Responsible Officer: Lynn Clayton
political	

Inherent Risk:	
Likelihood: Frequent	Impact: Major
Current Risk Status:	
Likelihood: Probable	Impact: Major

Controls in Place:

Cabinet decision to designate a scheme Funding set aside, but with stock transfer project officer

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 83

RISK: Revise allocation Policy

EXPOSURE:

Classification: Logal Population	Deponethle Officer: Lynn Clayton
Classification: Legal Reputation	Responsible Officer: Lynn Clayton

Inherent Risk:	
Likelihood: Frequent	Impact: Major
Current Risk Status:	
Likelihood: Possible	Impact: Minor

Controls in Place:

Working group Research into other schemes Professional advice input Legal advice Consultation

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 84

RISK: Equalities & Diversity

EXPOSURE:

Classification: Reputation, financial,	Responsible Officer: Lynn Clayton
legal, contractual	

Inherent Risk:	
Likelihood: Probable	Impact: Major
Current Risk Status:	
Likelihood: Possible	Impact: Minor

Controls in Place:

Quality impact assessment Working group, training Surveys Customer Satisfaction Survey

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 85

RISK: Criminal Records Bureau checks

EXPOSURE:

Classification: Financial, reputation,	Responsible Officer: Lynn Clayton
legal	

Inherent Risk:	
Likelihood: Probable	Impact: Major
Current Risk Status:	
Likelihood: Possible	Impact: Major

Controls in Place:

Checks on new staff Built into major contracts

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 86

RISK: Environmental warranty of Housing Stocks

EXPOSURE:

Classification: Financial, legal	Responsible Officer: Lynn Clayton

Inherent Risk:	
Likelihood: Frequent	Impact: Major
Current Risk Status:	
Likelihood: Probable	Impact: Major

Controls in Place:

Carry out environmental desk top survey contract

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 87

RISK: Choice of RSL Partner – Stock Transfer

EXPOSURE:

Classification: Reputation, financial,	Responsible Officer: Lynn Clayton
legal	

Inherent Risk:	
Likelihood: Probable	Impact: Major
Current Risk Status:	
Likelihood: Possible	Impact: Major

Controls in Place:

Selection criteria process Overseen by consultants – financial, legal ind. Tenant advisors Working group including solicitors

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 50

RISK: Muslim Burials – (Breaking the law and equalities law, DSD Co-operation-

EXPOSURE:

Classification: Legal, Reputation,	Responsible Officer: Keith Tansley
Financial	

Inherent Risk:		
Likelihood: Major	Impact:	Frequent
Current Risk Status:		
Likelihood: Major	Impact:	Possible

Controls in Place:
Talking to Direct Services
Talking to Muslim Community
Allocated land in Carlton
Proposed Action:

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 51

RISK: Safety Test on Head Stones

EXPOSURE:

Classification:Reputation, Financial	Responsible Officer: Keith Tansley

Inherent Risk:		
Likelihood: Catastrophic	Impact:	Possible
Current Risk Status:		
Likelihood:	Impact:	Frequent

<u>Controls in Place:</u> Consultant to test and make safe, this is done on rolling programme

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 52

RISK: Smoking Ban -People not using facilities Being implemented in April, people less likely to accept it.

EXPOSURE:

Classification: Financial, Reputation Responsible Officer: P Clarke

Inherent Risk:	
Likelihood: Major	Impact: Probable
Current Risk Status:	
Likelihood: Major	Impact: Probable

Controls in Place:

Notify in advance Subject to funding – supply shelter to smoke in Managing it Support New Leaf

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 53

RISK: Reviewing programming and opening hours of leisure centres. Fit for purpose in terms of management. Alter activity programme -Inconvenient to public. Allow delivery of change in lifestyles policy. Benefits our costs, if not done fail CPA, Gershaon, continuous improvement policies.

EXPOSURE:

Classification: Reputation, Financial Responsible Officer: Paul Clarke

Inherent Risk:	
Likelihood: Frequent	Impact: Major
Current Risk Status:	
Likelihood: Probable	Impact: Major

Cor	ntrols	in P	lace:

Process management, Consultation with public and staff Staff resources to manage it Decisions taken to increase usage and reduce costs.

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2005/06

RISK PROFILE NUMBER: 32

RISK: Undertake preparation of Borough Council Elections

EXPOSURE:

Classification:Reputation. Financial Responsible Officer:

Inherent Ris	<u>k:</u>			
Likelihood:	Frequent	Impact:	Catastrophic	
Current Risk	Status:			
Likelihood:	almost never	Impact:	Catastrophic	

Controls in Place:

Qualified Staff training Returning Officer

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 28

RISK: Participation in the Conurbation Area Agreement.

EXPOSURE: Reputation among peers, environmental issues, shape of the Council in the

Classification: Reputation, environmental, continued operation of	Responsible Officer: Peter Murdoch
the Authority.	

Inherent Risk:	
Likelihood: Frequent	Impact: Major
Current Risk Status:	
Likelihood: Possible	Impact: Major

Controls in Place:

Staff time allocated. In the process of engaging partners. Encouraging other districts to take part.

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 29

RISK: Delivery of the processes to support CPA, including updating the VFM self assessment and support for the audit commission.

EXPOSURE: Reputation among peers, financial implications.

Classification: Reputation	financial	Responsible Officer: Stephen Bray
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Inherent Risk:	
Likelihood: Probable	Impact: Minor
Current Risk Status:	
Likelihood: Possible	Impact: Minor

<u>Controls in Place:</u> Officer in post to support it. Working group set up to look at issues raised.

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 57

RISK: Introduction of CRM (Customer Relationship Management)

EXPOSURE: Financial implications, Staffing issues for the department, Reputation among peers.

Classification: Reputation, Employee,	Responsible Officer:Andy Callingham
Financial.	

Inherent Risk:	
Likelihood: Major	Impact: Frequent
Current Risk Status:	
Likelihood: Major	Impact: Probable

<u>Controls in Place:</u> Department representation of working group.

Review Results:

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 58

RISK: Single none emergency number introduction.

EXPOSURE: Legal implications, Financial implications,

Classification: Legal, Financial	Responsible Officer: Andy Callinghar	
,Employee		

Inherent Risk:	
Likelihood: Major	Impact: Frequent
Current Risk Status:	
Likelihood: Major	Impact: Possible

Contro	ls in	Place:

Working group. Documentation/guidance from Home Office. Pilots running.

Review Results

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 59

RISK: Remote Working – Failure of the remote working policy

EXPOSURE: Financial Implications, staff moral

Classification: financial, employee	Responsible Officer: Steve Nickolls

Inherent Risk:	
Likelihood: Catastrophic	Impact: Frequent
Current Risk Status:	
Likelihood: Major	Impact: Possible

Controls in Place:

Corporate Policy. Review of system. Feedback to SMT.

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 60

RISK: Consultation of Regional Spatial Policy

EXPOSURE: Environmental implications, Legal & Financial implications, Political implications.

Classification: Environmental, Legal,	Responsible Officer: Alison Gibson
Political, Financial	

Inherent Risk:	
Likelihood: Major	Impact: Frequent
Current Risk Status:	
Likelihood: Major	Impact: Possible

Controls in Place:

National Policy – consultation on document Public Exam Joint Working group

Review Results

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 61

RISK: Strategic Flood Assessment – New Local development framework system.

EXPOSURE: Environmental implication, Financial implications, Legal and Political implications

Classification: Environmental,	Responsible Officer: Alison Gibson
Financial, Legal, Political.	

Inherent Risk:	
Likelihood: Catastrophic	Impact: Frequent
Current Risk Status:	
Likelihood: Major	Impact: Possible

Controls in Place:

Introduced by Policy Looking at joint working with other district Councils Appoint consultants subject to funding.

Review Results:

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 62

RISK: Recruitment of Professional Officers

EXPOSURE: Financial and Legal Implications, Affect employee morale

Classification: Financial, Legal,	Responsible Officer: Peter Baguley
Catastrophic	

Inherent Risk:		
Likelihood: Catastrophic	Impact: F	Frequent
Current Risk Status:		
Likelihood: Major	Impact: F	Probable

Controls in Place:
Use Consultants Joint working with other District Councils
<u>Review Results</u>

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 63

RISK: Housing Planning Development Grant – Changing how its allocated

EXPOSURE: Financial implications

Classification: Financial	Responsible Officer: Peter Baguley

Inherent Risk:		
Likelihood: Major	Impact: Freq	uent
Current Risk Status:		
Likelihood: Major	Impact: Prob	able

Controls in Place:

Astute financial management, post not reliant on grant Comment on consultation by government.

Review Results:

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 68

RISK: Statutory Returns – Revenues (CTB1, NNDR1)

EXPOSURE:Financial Implications

Classification:Financial	Responsible Officer: John Vickers,
	Steve Yallop

Inherent Risk:	
Likelihood: Probable	Impact: Catastrophic
Current Risk Status:	
Likelihood: Almost Never	Impact: Major

Controls in Place:

Council Tax Admin system Trained Staff Appropriate I.T systems Audit & Review of systems

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 69

RISK: Statutory Returns – Housing Benefits (Final subsidy claim)

EXPOSURE: Financial Implications

Classification: Financial	Responsible Officer: John Vickers,
	Steve Yallop

Inherent Risk:	
Likelihood: Probable	Impact: Catastrophic
Current Risk Status:	
Likelihood: Almost Never	Impact: Major

Controls in Place:

Council Tax Admin system Trained Staff Appropriate I.T systems Audit & Review of systems

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 70

RISK: Statutory Returns – Financial Services (Final housing subsidy claim)

EXPOSURE: Financial Implications

Classification: Financial	Responsible Officer: John Vickers,
	Steve Yallop

Inherent Risk:	
Likelihood: Probable	Impact: Catastrophic
Current Risk Status:	
Likelihood: Almost Never	Impact: Major

Controls in Place:

Council Tax Admin system Trained Staff Appropriate I.T systems Audit & Review of systems

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 71

RISK: Update and Review of Financial Strategy

EXPOSURE: Financial implications

Classification: Financial	Responsible Officer: Alison Ball

Inherent Risl	<u>(:</u>			
Likelihood:	Probable	Impact:	Minor	
Current Risk	Status:			
Likelihood:	Almost Never	Impact:	Minor	

Controls in Place:

Created a strategy Changes to medium and short term budgets Trained staff Reserves and balances Frequent reviews

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 72

RISK: Update and Review Housing Benefit Strategy

EXPOSURE: Financial Implications

Classification: Financial	Responsible Officer: Steve Yallop

Inherent Ris	<u>K:</u>		
Likelihood:	Probable	Impact:	Minor
Current Risk	Status:		
Likelihood:	Almost Never	Impact:	Minor

Controls in Place:

Trained staff Reviewed

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 73

RISK: Finance Department staffing review

EXPOSURE: Financial Regulations

Classification: Financial	Responsible Officer: Mark Kimberley

Inherent Risk:			
Likelihood: Freq	uent	Impact:	Minor
Current Risk Status	<u>;</u>		
Likelihood: Poss	sible	Impact:	Minor

Controls in Place:

Review being undertaken

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 74

RISK: Shared Services – leading to inefficiencies and services not fit for the purpose

EXPOSURE: Reputation

Classification: Reputation	Responsible Officer:
Classification. Reputation	

Inherent Risk:	
Likelihood: Frequent	Impact: Major
Current Risk Status:	
Likelihood: Possible	Impact: Minor

Controls in Place:

Review of our procurement of corporate and transactional services

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 75

RISK: Effective Business Continuity plan in place for the authority

EXPOSURE: Financial reputation, reputational

Classification:	Responsible Officer:Vince Rimmington

Inherent Ris	<u>k:</u>	
Likelihood:	Almost Never	Impact: Catastrophic
Current Risk	Status:	
Likelihood:	Almost Never	Impact: Minor

Controls in Place:

Strategy in place and being reviewed Plan of action in place Experienced staff

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 76

RISK: Inadequate Business Continuity Plan advice to local business , statutory responsibility

EXPOSURE: Reputational

Classification:	Responsible Officer:

Inherent Ris	<u>k:</u>		
Likelihood:	Almost Never	Impact: Minor	
Current Risk	<u>Status:</u>		
Likelihood:	Almost Never	Impact: Minor	

Controls in Place:

County Contract to do this for us

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 77

RISK: Revenues grants LABGI scheme – maximum income from it

EXPOSURE: Financial

Classification: Financial	Responsible Officer: John Vickers

Inherent Risk:	
Likelihood: Probable	Impact: Minor
Current Risk Status:	
Likelihood: Possible	Impact: Minor

Controls in Place:

Regular inspections V.O turn round quick Liase with planning Local Development plan framework

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 78

RISK: Support Service impact of LSVT By 2008 need to TUPE transfer and reduce staff Elements of peoples jobs

EXPOSURE: Employee Related

Classification: Responsible Officer:

Inherent Risk	<u>c:</u>		
Likelihood:	Probable	Impact:	Minor
Current Risk	Status:		
Likelihood:	Possible	Impact:	Minor

<u>Controls in Place:</u> One and a half years to manage it Track record of dealing with it Likely vacancies over this time

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 66

RISK: Fuel stocks Old tanks, theft of fuel, leaking pipes

EXPOSURE:

Classification:Financial, Reputational,	Responsible Officer: Caroline
Environment	Mckenzie

Inherent Risk:	
Likelihood: Frequent	Impact: Catastrophic
Current Risk Status:	
Likelihood: Probable	Impact: Major

Controls in Place:
Trained staff to receive fuel
Risk assessments in place
Tanks & Pipes tested annually
Fuel issue system to monitor for theft
Locked vehicles.
Limit to how much carried on vehicles
Proposed Action:

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 67

RISK: Muslim Burials –Risk of providing the service they require, weekend working, disruption to visitors at the weekend

EXPOSURE:

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Classification: Financial, Reputational Responsible Officer:

Inherent Risk:		
Likelihood: Frequent	Impact:	Catastrophic
Current Risk Status:		
Likelihood: Probable	Impact:	Catastrophic

<u>Controls in Place:</u>		
Proposed Action:		

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 68

RISK: Memorial testing – if unsafe lay down or bury half way into ground Complaints, claims –legal issues from making safe without families permisson

EXPOSURE:

Classification:Financial, Reputation Responsible Officer:

Inherent Risk:		
Likelihood:	Frequent	Impact: Major
Current Risk	<u>Status:</u>	
Likelihood:	Probable	Impact: Major

Controls in Place:

Aware of cases going to court Risk assessments in place Correct procedure being followed

OPERATIONAL RISK REGISTER

YEAR IDENTIFIED: 2006/07

RISK PROFILE NUMBER: 69

RISK: Decriminalise parking enforcement, If not paying for Car Parks it will cost us money If not set up and managed properly - reputation If we don't sign up, no traffic wardens, resident parking schems, people park wherever

EXPOSURE:

Classification: Reputation, financial Responsible Officer:

Inherent Risk	<u>(:</u>		
Likelihood:	Frequent	Impact:	Major
Current Risk	Status:		
Likelihood:	Probable	Impact:	Major

<u>Controls in Place:</u> We get profits back, but will be a loss in first few years