

# **BROMSGROVE DISTRICT COUNCIL**

## **AUDIT BOARD**

**17TH SEPTEMBER 2007**

### **CORPORATE RISK REGISTER**

Responsible Portfolio Holder	Geoff Denaro
Responsible Head of Service	Jayne Pickering, Head of Financial Services

#### **1. SUMMARY**

- 1.1 To present for approval the Corporate Risk Register.

#### **2. RECOMMENDATION**

- 2.1 It is recommended that Audit Board recommend to Executive Cabinet for approval of the Corporate Risk Register attached at Appendix 1 to 3.

#### **3. BACKGROUND**

- 3.1 On 7<sup>th</sup> March 2007 the Executive Cabinet approved the Council's Risk Management Strategy. The Strategy identified the Council's corporate approach to identify and manage its business risks as:
- A clear understating of the Council's corporate and operational objectives;
  - To identify and assess the risks that will prevent the Council and its services from achieving their objectives;
  - Completion of the standard risk management documentation, including the Risk Register and Action / Improvement Plan;
  - Implementation of the actions and improvements identified;
  - Monthly and quarterly monitoring and reporting on the current position for each action and improvement by the Council's Risk Management Steering Group; and
  - An ongoing review of the information included in the Risk Register and Action / Improvement Plan.
- 3.2 Since the Strategy was approved in March 2007 the Risk Management Steering Group has been overseeing, in conjunction with Heads of Service, the development of a Corporate Risk Register. Initially, in accordance with the Strategy, the Key Objectives for the Council were identified as follows:
1. Effective Financial Management
  2. Effective Corporate Leadership

3. Effective Member / Officer relations
4. Effective Member / Member relations
5. Full compliance with the Civil Contingencies Act
6. Maximising the benefits of investment in ICT equipment and training
7. Effective partnership working
8. Effective communications (internal and external)
9. Equalities and diversity agenda embedded across the authority
10. Appropriate investment in employee training and development
11. Effective employee recruitment and retention
12. Full compliance with all Health and Safety legislation
13. Effective two tier working and community engagement
14. Successful implementation of Job Evaluation
15. All Council data is accurate and of high quality
16. The Council no longer in recovery
17. Effective projects and events management
18. Effective Business Continuity (Adverse weather, industrial action, capacity etc)
19. Effective business and performance management
20. Effective customer focussed authority

- 3.3 Following the identification of the Key Objectives the risks associated with achieving them were identified. This is attached at Appendix 1. A separate exercise was also undertaken to assess what the major risks facing the authority were so as to ensure that the key objectives reflected both what the Council is trying to achieve (in the Council Plan) but also the risks facing the authority.
- 3.4 Once the key objectives and the risks had been identified the level of risk both in terms of impact and likelihood were assessed (in accordance with the strategy). The current level of risk has been identified together with the key controls in place that enable this to be achieved. In addition the acceptable level of risk together with the actions associated with achieving this were identified – this is attached at Appendix 2.
- 3.5 Appendix 3 identifies, in detail, the actions needed to achieve the acceptable level of risk. The action plan also shows how actions will be monitored to ensure delivery again in accordance with the Risk Management Strategy. Appendix 4 provides the Risk Matrix and Scorecard for information. It is recommended that the Corporate Risk Register as shown at Appendix 1 to 3 is approved.

#### **4. FINANCIAL IMPLICATIONS**

- 4.1 None outside existing budgets.

#### **5. LEGAL IMPLICATIONS**

- 5.1 None except specific legislation associated with any of the specific key objectives.

## **6. COUNCIL OBJECTIVES**

- 6.1 Primarily Council Objective 04: Improvement however the Corporate Risk Register seeks to enable delivery of the Council's key objectives by identifying the risks associated with them and then seeking to mitigate them.

## **7. RISK MANAGEMENT**

- 7.1 Developing and maintaining a comprehensive Corporate Risk Register will assist the Council to achieve its objectives, priorities, vision and values. The development and continual review of the registers will also support the Council's achievement of the Use of Resources framework.

## **8. CUSTOMER IMPLICATIONS**

- 8.1 Key objective 20 is "Effective Customer Focused Authority."
- 8.2 Effective identification and management of risk is essential to improving the performance of the Council and thus the service to the customer.

## **9. EQUALITIES AND DIVERSITY IMPLICATIONS**

- 9.1 Key objective 9 is "Equalities and diversity agenda embedded across the Authority" and as such equalities and diversity issues should be considered in everything the Council does.

## **10. OTHER IMPLICATIONS**

Procurement Issues None directly associated with this report
Personnel Implications None directly although it is every member of staff's responsibility to identify and seek to mitigate risk
Governance/Performance Management Effective Risk Management is key effective governance and integral to performance management
Community Safety including Section 17 of Crime and Disorder Act 1998 None
Policy None directly associated with this report
Environmental None directly associated with this report

## **11. OTHERS CONSULTED ON THE REPORT**

Portfolio Holder	<b>No</b>
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Chief Executive	<b>Yes</b>
Executive Director (Partnerships and Projects)	<b>No</b>
Assistant Chief Executive	<b>No</b>
Head of Service	<b>Yes</b>
Head of Financial Services	<b>Yes</b>
Head of Legal, Equalities & Democratic Services	<b>No</b>
Head of Organisational Development & HR	<b>No</b>
Corporate Procurement Team	<b>No</b>

## **12. APPENDICES**

- Appendix 1     Corporate Risk Register – Key Objectives and High Level Risks
- Appendix 2     Corporate Risk Register
- Appendix 3     Risk Register Actions
- Appendix 4     Risk Matrix and Scorecard

## **13. BACKGROUND PAPERS**

Risk Management Strategy  
Departmental Risk Registers

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