

Cheltenham Borough Council
Cabinet – 21 September 2010
Risk register

Accountable member **Cabinet Member Corporate Services**

Accountable officer **Assistant Chief Executive**

Accountable scrutiny committee **Economy and Business Improvement**

Ward(s) affected **All**

Executive summary The corporate risk register is “owned” by the senior leadership team as it is a management tool which helps managers to run the business effectively, but members need to be aware of the corporate risks which may impact on the council and the decisions it may make. The attached register was updated by the senior leadership in August and sets out progress against mitigating actions.

- Recommendations**
- 1.1.1 Cabinet consider the register and identify any further corporate risks which may need to be reflected in the risk register and request the Assistant Chief Executive to discuss these with the appropriate officers and update the register accordingly.**
 - 1.1.2 Cabinet consider the actions specified to manage the identified risks and if there are other actions which the Cabinet thinks are appropriate request the Assistant Chief Executive to discuss these with the appropriate lead officer and update the register accordingly.**

Financial implications	<p>There are no financial implications associated with this report. Financial risks are identified in the attached risk register. Where actions have been identified to mitigate risks, then the lead officer will have considered the financial implications as part of their normal management processes.</p> <p>Contact officer: Mark Sheldon E-mail: mark.sheldon@cheltenham.gov.uk Tel no: 01242 264123</p>
Legal implications	<p>Any relevant legal risks have been considered by service providers as part of the identification and grading of risks for the corporate register</p> <p>Contact officer: Peter Lewis E-mail: peter.lewis@tewkesbury.gov.uk Tel no: 01242 264216</p>

HR implications (including learning and organisational development)	<p>There are no specific HR or learning and organisational development implications associated with this report. Strategic HR and OD risks are included in the attached risk register. Where actions have been identified to mitigate risks, then the lead officer will have considered the HR and OD implications as part of their normal management processes.</p> <p>Contact officer: Amanda Attfield E-mail: amanda.attfield@cheltenham.gov.uk Tel no: 01242 264186</p>
Key risks	<p>If the council does not manage its risks appropriately then this can lead to ill-informed decisions.</p>
Corporate and community plan Implications	<p>Effective identification and management of risk helps the council make informed decisions and manage its corporate plan priorities. .</p>

2. Background

- 2.1** Effective risk management is a key component of good governance arrangements and the senior leadership team review the register on a monthly basis. They consider where mitigating actions may not be progressing as planned or may not have achieved the desired outcomes and what further action needs to be taken. They also consider any new risks and identify the mitigating actions which need to be taken to manage the impact and likelihood of the risk.
- 2.2** Each division has a service plan where they record and manage their divisional risks and those that score 16 or over are brought to the senior leadership team and the corporate implications discussed. Internal audit have recently undertaken a perception based survey of the risk management arrangements and identified a number of issues at divisional level. The senior leadership team (SLT) have agreed to take these forward and that risk and performance management will form a key component of their coaching sessions.
- 2.3** There are currently seven high level risks (16 and over). These relate to the GO partnership for shared back office services, highways work relating to civic pride, resilience of payroll services, icelandic banks, the policy vacuum left by the abolition of the RSS, business continuity testing and strategic infrastructure planning. The last three are new risks which have been identified since the risk register was presented to Cabinet in June. All have mitigating actions and the relevant cabinet leads are being briefed on key actions and progress. There are also two additional risks which are not at a high level relating to land charges. Some risks have been closed or redescribed and these are identified on the attached risk register.

3. Reasons for recommendations

- 3.1** Cabinet need to satisfy themselves that the council is considering the full range of risks which may impact on the delivery of our outcomes, and that we are taking appropriate action to manage risks.

4. Alternative options considered

- 4.1** No alternative options have been considered. Cabinet agreed at its meeting in June that the risk register would be a standing item on their agenda on a quarterly basis.

5. Consultation and feedback

- 5.1** The register is being considered by the Economy and Business Improvement O&S committee and

their comments will be fed back to the meeting this evening.

6. Performance management –monitoring and review

- 6.1** Cabinet members in one to one meetings with their respective senior leadership team leads discuss the risk register. The register is discussed by SLT on a monthly basis and progress against mitigating actions is challenged.

Report author: Jane Griffiths, Assistant Chief Executive

Appendices : 1. Risk assessment – August 2010

Background information:

Cabinet Report risk template

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	I	L	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
	Any risks associated with equality impact										
	Any environmental risks										

Guidance

Types of risks could include the following:

- Potential reputation risks from the decision in terms of bad publicity, impact on the community or on partners;
- Financial risks associated with the decision;
- Political risks that the decision might not have cross-party support;
- Environmental risks associated with the decision;
- Potential adverse equality impacts from the decision;
- Capacity risks in terms of the ability of the organisation to ensure the effective delivery of the decision
- Legal risks arising from the decision

Remember to highlight risks which may impact on the strategy and actions which are being followed to deliver the objectives, so that members can identify the need to review objectives, options and decisions on a timely basis should these risks arise.

Risk ref

If the risk is already recorded, note either the corporate risk register or TEN reference

Risk Description

Please use “If xx happens then xx will be the consequence” (cause and effect). For example “If the council’s business continuity planning does not deliver effective responses to the predicted flu pandemic then council services will be significantly impacted.”

Risk owner

Please identify the lead officer who has identified the risk and will be responsible for it.

Risk score

Impact on a scale from 1 to 4 multiplied by likelihood on a scale from 1 to 6. Please see risk [scorecard](#) for more information on how to score a risk

Control

Either: Reduce / Accept / Transfer to 3rd party / Close

Action

There are usually things the council can do to reduce either the likelihood or impact of the risk. Controls may already be in place, such as budget monitoring or new controls or actions may also be needed.

Responsible officer

Please identify the lead officer who will be responsible for the action to control the risk.

For further guidance, please refer to the [risk management policy](#)

Transferred to risk register

Please ensure that the risk is transferred to a live risk register. This could be a team, divisional or corporate risk register depending on the nature of the risk and what level of objective it is impacting on.

