

Cheltenham Borough Council
Audit, Compliance and Governance Committee – 11 November
2020
Annual Review of Risk Policy

Accountable member	Cabinet Member Corporate Services, Councillor Alex Hegenbarth
Accountable officer	Executive Director of People and Change, Darren Knight
Executive summary	The Risk Policy has been amended to reflect some changes in the categories and the introduction of the Clearview risk management software. The Executive Director of People and Change has started a review of CBC approach to Risk Management the completion of which has been delayed due to our response to COVID19. This policy will be reviewed again on completion of the review.
Recommendations	That Audit Committee; <ul style="list-style-type: none"> Consider and approve the Risk Management Policy for 2020-21 Appendix 2

Financial implications	None specific arising from the report recommendations Contact officer: Paul Jones, Executive Director Finance & Assets Email: Paul.Jones@cheltenham.gov.uk Tel: 01242 775154
Legal implications	None specific arising from the report recommendations Contact officer: Sarah Farooq, One Legal Email; sarah.farooqi@tewkesbury.gov.uk Tel: 01684 272012
HR implications (including learning and organisational development)	None specific arising from the report recommendations Contact officer: Julie McCarthy, HR Manager – Operations & Service Centre Publica Group Ltd Email; julie.mccarthy@publicagroup.uk Tel: 01242 264355
Property implications	None
Key risks	The lack of a robust approach to the management of risks and opportunities could result in ill-informed decision making and non-achievement of the Council's aims and objectives at both a strategic and service level.
Corporate & community plan implications	None
Environmental and climate change implications	None

1. Background

- 1.1** Risk management is the culture, process and structures that are directed towards effective management of potential opportunities and threats to the Council achieving its priorities and objectives.
- 1.2** The Council's Risk Management Policy sets out the approach to risk management including the roles and responsibilities for Officers and elected Members. The policy also details the processes in place to manage risks at corporate, divisional and project levels.
- 1.3** The Council's ICT services are managed by Publica; this includes the identification of risk and threats to our IT infrastructure and data, this is managed in accordance to the requirements of the Public Sector Network framework. They are therefore not covered by the CBC Risk Management Policy but there are mechanisms in place to transfer or share risks between partners.
- 1.4** The Risk Management Policy is made available to Executive Leadership Team, Corporate Management Team, Corporate Governance Group and to Project Managers. All policy, guidance and advice documents made available to all officers and elected Members through the risk management page on the intranet.
- 1.5** The identification and assessment of risk is part of the annual Corporate Strategy and Action Planning process. The Council's Corporate Management considers and reviews strategic risks on a monthly basis. Both of these activities include the development of risk mitigation actions designed to reduce the likelihood and/or consequences of adverse events occurring. By understanding risks, the council can be more confident about undertaking ventures which produce larger gains, such as jointly providing services with other councils.
- 1.6** The council's approach to risk management is overseen by the Audit Committee. This committee annually reviews the Risk Management Policy, considers internal audits reports on risk management, and also receives reports from external audit on the budget, accounts, grants and Value for Money.
- 1.7** The Corporate Risk Register is reviewed monthly by the Executive Leadership Team and made available to Cabinet Members.

2. Review of Risk Management

- 2.1** It has been an unprecedented year due to COVID 19 and the challenges facing Cheltenham Borough Council continue to increase. We continue to work on the priorities set out in our Corporate Plan 2019-2023 as well as those identified in our COVID19 recovery strategy.
- 2.2** Our review of risk management has started with the introduction of our Clearview software however managing our response to the COVID19 pandemic and subsequent recovery work has meant the review is behind schedule however we have started to pick this work back up now as a priority.
- 2.3** The Council's Governance Manager has become a registered Management of Risk (MOR) Practitioner and with the next steps being the development the Council's Risk Improvement Plan based on the MOR framework.

3. 2020 Policy Review

- 3.1** The Risk Management Policy states the need for an annual formal review.

3.2 The Risk Management Policy was last reviewed and approved by the Audit Committee in July 2019.

3.3. There is are two key recommendations for change and these are:

- Increased risk control options.

- Probability levels decreased from 6 to 5.

3.4 It is therefore recommended that Audit Committee consider the policy and make any recommendations that it feels necessary or re-approve it for the 2020-21 year.

4. Consultation and feedback

4.1 The Executive Leadership Team and The Corporate Governance Group are routinely consulted on the content of the risk registers.

5. Performance management – monitoring and review

5.1 The Executive Leadership Team and The Corporate Governance Group routinely monitor risks in line with the Risk Management Policy.

Report author	Contact officer: Ann Wolstencroft Email: ann.wolstencroft@cheltenham.gov.uk Tel: 01242 264158
Appendices	1. Risk Assessment 2. Risk Management Policy

Risk Assessment

Appendix 1

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likelihood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
	If the council does not have a robust and effective risk management approach to the management of risks and opportunities then it could result in ill-informed decision making and non-achievement of the Council's aims and objectives at both a strategic and service level.	Executive Director of People and Change	11/11/2020	4	2	8	Reduce	Undertake a Review of Councils Risk Management approach and ensure Policy is kept up to date and that the processes supporting it are robust and delivered by the decision-makers.	31/03/2021	Governance Manager	

Explanatory notes

Impact – an assessment of the impact if the risk occurs on a scale of 1-5 (1 being least impact and 5 being major or critical)

Likelihood – how likely is it that the risk will occur on a scale of 1-5 (1 being unlikely and 5 being high probability)

Control - Reduce