

Cheltenham Borough Council
Cabinet – 15th October 2013
Corporate Risk Register

Accountable member	Councillor Jon Walklett, Cabinet Member for Corporate Services
Accountable officer	Mark Sheldon, Director of Resources
Ward(s) affected	None
Key decision	No
Executive summary	<p>The Corporate Risk Register (CRR) is “owned” by the Senior Leadership Team, but Members also need to be aware of the risks on the register as they may impact on the Council and the decisions it makes. The attached register was updated by the Senior Leadership Team on the 10th September and sets out progress against mitigating actions. An updated copy of the CRR based on the SLT review on the 8th October will be circulated at the meeting</p> <p>The Audit Committee agreed in March 2013 a revised policy for Risk Management, which includes the process for the monitoring and reporting of Corporate Risks. These arrangements involve the use of a Risk Management Model that is available to all staff and elected Members through the intranet.</p> <p>An annual report to Audit Committee on the management of corporate risk is considered in March of each year including any revisions to the policy.</p>
Recommendations	<ol style="list-style-type: none"> 1. That Cabinet considers the corporate risks and the progress being made to manage them 2. That Cabinet approves the CRR and consider if there are any further risks or actions that it considers should be included for consideration 3. That Cabinet considers the format of the reports that have been provided and if necessary make recommendations for any amendments to the format or risk reporting process 4. That Cabinet considers the need for further reports to it, in addition to the annual report made to Audit Committee in March.
Financial implications	<p>There are a number of risks in the CRR which, if not managed have the potential to expose the Council to financial costs which are not provided for within existing budgets. The mitigating actions seek to control the risk of expose to these costs.</p> <p>Contact officer: Mark Sheldon</p> <p>Email: mark.sheldon@cheltenham.gov.uk</p> <p>Tel: 01242 264123</p>

Legal implications	<p>None specifically arising from the report recommendations</p> <p>Contact officer: Peter Lewis, Head of Legal Services</p> <p>Email: peter.lewis@tewkesbury.gov.uk</p> <p>Tel: 01684 272012</p>
HR implications (including learning and organisational development)	<p>No direct HR implications.</p> <p>Contact officer: Donna Sheffield</p> <p>Email: donna.sheffield@cheltenham.gov.uk</p> <p>Tel: 01242 774972</p>
Property/Asset implications	<p>There are a number of property related risks identified in the Register which if not satisfactorily concluded will impact on the capital strategy.</p> <p>Contact officer: David Roberts</p> <p>Email: david.roberts@cheltenham.gov.uk</p> <p>Tel: 01242 264151</p>
Key risks	<p>If the Council does not manage its risks appropriately then this could 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>
Environmental and climate change implications	<p>There are no specific environmental or climate change implications arising from the report, but the Council ensures that the risks of climate change and ability to mitigate and adapt are built into service plans and divisional risk registers.</p>

Background

- 1.1 Effective risk management is a key component of the Council's governance arrangements which includes the Senior Leadership Team reviewing the CRR on a monthly basis. They consider the need to record any new risks, where mitigating actions may not be progressing as planned or 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 that risk.
- 1.2 Each division has a Divisional Risk Register where they record and manage the risks that relate to their service, those that score 16 or over are brought to the attention of the Senior Leadership Team where corporate implications are considered and where necessary they are escalated to the CRR.
- 1.3 The Cheltenham Development Task Force, Risk and Accountability group have their own risk registers relating to specific individual projects which are managed by the Task Force Managing Director. These are treated in the same way as divisional risks.
- 1.4 A new system for recording and monitoring risks has been operational since June 2012 and

reports from this system are considered by SLT at their monthly meetings and then given informally to cabinet members.

- 1.5 The attached CRR (appendix 2) records all of the Councils corporate risks and provides risk owners, managers and Members with an overview of their scores, the mitigating action being taken and an opinion on whether they are on target to meet deadlines. There is also a high level dashboard risk profile which is updated monthly to give a comparison of updated scores and trends.
- 1.6 The dashboard highlights that there are currently 19 active risks on the register, 0 with a low score, 15 with a medium score and 4 with a high score.
- 1.7 During the last 12 months 14 risks were deemed to have been reduced to the point when they could be closed and a further 3 risks were closed and then transferred to the appropriate Divisional Register for on-going management.
- 1.8 All of these risks are continually monitored by the risk owners and collectively managed by SLT on a monthly basis.

2. Reasons for recommendations

- 2.1 Cabinet need to satisfy themselves that the Council is identifying and considering the full range of risks which may impact on the delivery of our outcomes and we are taking appropriate action to manage them. They also need to give approval to the content of the register and to have the opportunity to make any further suggestions.

3. Alternative options considered

- 3.1 No alternative options have been considered.

4. Consultation and feedback

- 4.1 The risks are individually managed by a specified officer and the process and risks are collectively considered by the Senior Leadership Team at their monthly meetings.

5. Performance management – monitoring and review

- 5.1 Progress is discussed between Cabinet Leads and Directors and between Risk Owners and Risk Managers. Risk managers receive monthly email reminders to update scores and to record the progress on mitigating the risks. SLT consider, challenge and make suggestions on performance and risk scores at their monthly meetings.

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Appendices	1. Report Risk Assessment 2. Corporate Risk Register
Background information	1. None

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 manage its risks appropriately then this could lead to ill-informed decisions.	Director of Resources	25/09/2012	4	1	4	Accept	Ensure the Cabinet receive and approve reports on the management of the corporate risk register and have the opportunity to make recommendations on risks and the risk management process to Audit Committee or the Senior Leadership Team.	On-going	Bryan Parsons	
Explanatory notes											
<p>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)</p> <p>Likelihood – how likely is it that the risk will occur on a scale of 1-6 (1 being almost impossible, 2 is very low, 3 is low, 4 significant, 5 high and 6 a very high probability)</p> <p>Control - Either: Reduce / Accept / Transfer to 3rd party / Close</p>											