Bolsover District Council

Audit Committee

28th January 2020

Strategic Risk Register and Partnership Arrangements

Report of the Strategic Director - People

This report is public

Purpose of the Report

- To update Members of the Audit Committee of the current position regarding Risk Management arrangements and the Strategic Risk Register as at January 2020.

1   Report Details

Background

1.1.   The Council's Strategic Risk Register has been developed with consideration to the strategic and operational risks which have been identified by Members and Officers as part of the Council's risk, service management and quarterly performance arrangements.

The Strategic Risk Register

1.2.   The revised Strategic Risk Register as at January 2020 is set out in **Appendix 1** for consideration by this Committee. The intention is that this review of the Register will secure the following objectives:

- Identify any newly emerging risks which need to be added to the Register and removing any risks that have been resolved to maintain a focus on current risks.

- To revisit risk score assessments and ensure that appropriate mitigation remains in place.

1.3   Full details of the strategic risks and the mitigations currently in place can be found in a copy of the register at **Appendix 1**.

1.4   The risks facing the Council are many and varied and the approach to managing those risks should be applied within decision making processes. Risks will change over time so need continual monitoring. The approach to risk management should also be continuous with a structured review process. A comprehensive review of the Council's risk management framework has now taken place to ensure that the continued effective and systematic management of risk is achieved.

1.5   A 'draft' new 'Risk Management Strategy' – **Appendix 2 -** has been produced which includes a revised approach to the following;

- The nature of 'risk' both the 'threats' and the 'opportunities'
- The benefits of a robust risk management approach
- The Council's risk appetite
- Risk categorisation – *Operational, Governance, Strategic*
- Project and Partnership risk
- The Council's risk management approach and arrangements including a new 'Risk Management Group'
- Roles and responsibilities including *Senior Risk Officer* and *Senior Information Risk Officer* (SRO and SIRO)

1.6   Future reports to this committee will more closely reflect the 'Risk Management Strategy' and the work plan of the 'Risk Management Group'.

2   Conclusions and Reasons for Recommendation

2.1.   The Strategic Risk Register is intended to highlight the major areas where the Council needs to manage its risks effectively. One of the key purposes of this report is to set out the risks that have been identified in the Strategic Risk Register and to encourage both Members and Officers to actively consider whether the Strategic Risk Register and supporting Service Risk Registers actively cover all of the issues facing the Council.

2.2   A comprehensive review of the Council's risk management framework has now been undertaken and a 'draft' Risk Management Strategy produced for consultation to ensure that the continued effective and systematic management of risk is achieved.

3   Consultation and Equality Impact

3.1.   There are no consultation or equalities issues arising from this report which necessitate a formal consultation process. The new Strategy will however include consultation with SAMT; Audit Committee and Executive.

4   Alternative Options and Reasons for Rejection

4.1.   Under relevant good practice and to facilitate the development of robust managerial arrangements the Council is required to prepare a Strategic Risk Register as part of its risk management framework. This report is intended for Members and Officers to consider both the Strategic Risk Register, together with the Council's wider framework for managing risk and partnerships. Given the importance of these arrangements for the overall governance of the Council it is necessary to subject them to regular review. The alternative of not providing this is therefore rejected.

5   Implications

5.1   Finance and Risk Implications

5.1.1 There are no additional financial implications arising out of this report. Whilst, where appropriate, additional mitigation measures have been identified and implemented during the course of preparing the Strategic and Operational Risk Registers, the cost of implementing this mitigation will be met from within previously agreed budgets.

5.1.2 Risk Management Issues are covered throughout the body of the main report.

5.2   Legal Implications including Data Protection

5.2.1 There are no legal or data protection issues arising directly out of this report.

5.3   Human Resources Implications

5.3.1 There are no human resource issues arising directly out of this report.

6   Recommendations

6.1.   That the Audit Committee notes the report and Strategic Risk Register as at January 2020 as set out in **Appendix 1.**

6.2   That the Audit Committee recommends to Executive the adoption of the new 'Risk Management Strategy' and approach to risk management.

7   Decision Information

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: *BDC: Revenue - £75,000* ☐ *Capital - £150,000* ☐ *NEDDC: Revenue - £100,000* ☐ *Capital - £250,000* ☐ ☑ *Please indicate which threshold applies*	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
Has the relevant Portfolio Holder been informed	Yes
District Wards Affected	None directly
Links to Corporate Plan priorities or Policy Framework	All

8. **Document Information**

Appendix No	Title	
1 2	Strategic Risk Register as at January 2020 Proposed Risk Management Strategy 2020	
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)		
Service Plan Risk Registers		
Report Author		**Contact Number**
Lee Hickin – Joint Strategic Director People		7218

		Risk	Consequences	Risk Score (Likelihood x Impact)	Risk Score (Likelihood x Impact)Taking into Account Current Controls	Risk Owner / Lead Officer
1		Parliamentary uncertainty following the General Election, Government Legislation / impact of referendum vote to leave the EU / adverse external economic climate has an accelerating impact on Council funding, or upon the local economy, to which Council is unable to adopt an appropriate change of Strategic direction. The decision to leave the EU creates significant uncertainties whilst there is a significant programme of legislative change	- Unable to deliver a package of services that both addresses changing national priorities whilst meeting changing local needs and aspirations. - Increases costs or reduces resources available to the Council directly, or to its key partners. - Reduced influence over delivery of local services. - Unable to effectively support local communities. - Increased demands on Council services at a time when Council resource base is reducing.	4,4, **16**	3,4 **12**	SAMT / Political Leadership

	which impacts directly upon local government.				

Mitigation.

- The Council is outward looking and actively works to secure details of proposed change and the approaches that might be adopted to mitigate against associated risks, including working to identify new income streams.
- The Council has effective political and managerial arrangements in place to manage change.
- Appropriate levels of financial reserves / investment funding are maintained to fund strategic shifts in service delivery.
- Effective engagement with staff to ensure they embrace necessary change.

2	Failure to deliver a balanced budget in line with the MTFP, at a time when the Council's reserves are at an acceptable rather than a robust level, and localism has created significant uncertainties re future funding levels.	• Impact upon ability to deliver current level of services. • Unable to resource acceptable levels of service. • Significant adverse reputational Impact.	4,4 **16**	3,4 **12**	SAMT / Chief Executive / Chief Financial Officer / Political Leadership

Mitigation
- The Council has effective financial management in place to ensure budget arrangements are robust.
- The Council has appropriate managerial arrangements and culture in place to manage any necessary change.
- The Council has 'adequate' financial reserves in place to cushion against any loss of income for a period of at least one financial year.

| 3 | The Council is affected by an operational service failure which has a major impact upon the local community, this impact being reflected in the Council's sustainability and reputation. Failure could arise from services – inc Data Protection – failing to adhere to best practice. Resulting in a potential impact upon the Council's ability to secure its corporate objectives. Given the efficiency measures that have been introduced to date this is considered to be an increasing issue for the Council. | • A significant service failure associated with a major impact on the local community.
• Deterioration in services to the public, potentially a major impact upon a local resident or a group of local residents.
• Significant staff and financial resources required to resolve position, impacting on other services.
• A major service has its operating capacity significantly impact and is required to introduce major reform in its approach to service delivery.
• Severe reputational damage | 3,5 **15** | 2,5 **10** | SAMT / Heads of Service |

	Mitigation • The Council has appropriate managerial arrangements in place supported by staff recruitment and training to ensure these risks are effectively managed. • The Council has a Performance Management Framework in place to help ensure that services are delivered in line with good practice and industry standards. On-going monitoring and regular reporting will help ensure that any emerging issues re service performance are effectively identified and resolved at the earliest possible opportunity.				
4.	Emergency Planning and Business Continuity arrangements fail to meet required standards when tested by flu pandemic, natural disaster (flood), etc. Cyber-crime with a loss of data / systems, results in the inability to provide core services and reputational damage.	• Inability of Council to provide services as a consequence of a severe catastrophic external event (e.g. flooding, major terrorist incident, flu pandemic, fire, cyber-crime). • Failure of IT infrastructure, leading to inability to effectively operate services and to safeguard income streams. • Business Continuity Plans prove ineffective in practice.	3,4 **12**	2,4 **8**	SAMT / Chief Executive
	Mitigation • The Council works in partnership with a range of partners on its Emergency Planning arrangements to ensure that we operate in line with best practice. There is an annual 'desktop' scenario to test officers understanding of the arrangements and validate that they are fit for purpose in a realistic 'trial' scenario. • All services have Business Continuity plans in place which identify key risks and mitigation. Corporate IT systems have been tested against Industry standards for Business Continuity. • The Council works in partnership with a range of other agencies that should be able to provide support in the event of the Council's own procedures failing to be effective. • The Council has in place industry standard measures to minimise the risk of cyber-crime.				

5	Increasing difficulty in recruiting to key posts or in replacing key staff who leave. Staff morale is adversely affected arising from the pace of change, tightening financial circumstances or external circumstances.	• Deterioration in services to the public. • Increasing inefficiencies in service provision. • Weakening of Internal Control arrangements. • Increased pressure on other members of staff.	3,4 **12**	2,4 **8**	SAMT / Head of Legal & Governance
	Mitigation • The Council has effective communication and working with staff as validated by securing 'silver' accreditation at IIP. • There is sufficient funding to bring in agency staff where required to maintain service performance. • At this stage the problematic areas are those where there are national 'shortages'. In the majority of areas it has proved possible to recruit appropriate replacement staff. • Appropriate training budgets are in place to ensure that staff receive necessary training to maintain service quality / continuity. • The Council is looking to introduce appropriate apprenticeship / training schemes in order to develop suitable staff.				

6	Delivery of the Council's Agenda is dependent upon effective delivery of both a number of major initiatives / projects and implementing a range of new government reforms whilst achieving financial targets and maintaining service quality, which may overstretch our reduced organisational capacity.	• New initiatives are not delivered in a cost-effective manner. • Failure to maintain / improve services in line with local aspirations. • Failure to generate the savings required to balance the budget. • Financial savings measures weaken Governance / Internal Control arrangements. • Service deterioration / failure arising from capacity issues.	3,4 **12**	2,4 **8**	SAMT / Chief Executive
	Mitigation • The Council has effective prioritisation and project management arrangements in place to ensure resources are directed at key objectives. • The Council has made efforts to ensure effective use of employees by utilising shared services to protect service resilience, by maintaining appropriate training arrangements and by investing in transformational service delivery projects. • The Council has a robust performance management framework that is intended to highlight emerging issues.				
7	Need to effectively engage with local communities and a range of local partners (inc Shared / Joint services) to deliver cost effective joined up services.	• Failure to provide effective community leadership. • Loss of trust in the Council • Inability to deliver good quality cost effective services targeted at local needs. • Poor outcomes for local residents,	3,4 **12**	2,4 8	Political Leadership Team / Chief Executive

		due to failure to engage other agencies.			
	Mitigation • The Council has in place a range of mechanisms designed to secure feedback from local residents including the Performance Framework, a range of consultation events and the role of Elected Members as local champions. • The Council has an active Partnerships Team and senior Members / Officers actively engage with other organisations serving the area. • The Council's management structures are aligned to our key partnership arrangements.				
8	Governance Arrangements including Performance, Finance and Risk Management need to be maintained in order to continue to operate effectively in a rapidly changing environment.	• Adverse Impact upon Service Quality. • Failure to deliver high quality services which address national and local priorities. • Significant adverse reputational impact.	3,4 **12**	2,4 **8**	Chief Financial Officer / Monitoring Officer

	Mitigation • The Council has appropriate managerial arrangements in place supported by staff recruitment and training to ensure these risks are effectively managed. • The Council has active Standards and Audit Committees which provide independent review of the Governance arrangements in the Council. • The Annual Governance Report sets out an evidence based structured assessment of the operation of the Council's governance arrangements.				
9	Staff morale / Sickness Levels adversely affected as a result of the pace of change, tightening financial circumstances or external circumstances.	• Deterioration in services to the public and loss of productivity. • Loss of key staff / increased sickness levels. • Increased pressure on other members of staff. • Loss of 'goodwill.'	3,4 **12**	3,3 **9**	SAMT / Head of Corporate Governance
	• The Council operates in line with the independent IIP standards and HR 'good practice' to help ensure current staff are well managed and motivated. • The staff has a range of communication mechanisms in place to ensure staff engagement with the Council's agenda. • The Council has reduced its emphasis of securing savings through vacancy management and seeks to bring in 'agency staff' etc as required. • While the Council cannot control external circumstances it has continued to work with staff to mitigate the impact of these on individual employees.				

10	Failure to have in place robust, comprehensive and up to date policies and procedures for safeguarding children and vulnerable adults.	• Profile of safeguarding is poor • Staff and members do not know what safeguarding is and their role within it • Staff and members do not know how to spot the signs • Staff and members do not know how to report it and to who? • Lack of public confidence in Council policies plans and staff • Reputational damage • Potential significant harm to individuals resulting from abuse and neglect of Children and/or Vulnerable Adults possibly leading to personal harm, injury and death	4,4, **16**	2,4, **8**	SAMT/Political Leadership
	• The Council has in place up to date policies for safeguarding both Children and Vulnerable Adults. These policies are aligned to DCC policies which in turn are in line with legislation, regulation and statutory duties placed on Local Authorities. • The Council has in place and maintain systems of working practice to safeguard children and vulnerable adults at Council activities and those who receive Council services. • Staff recognised as appropriate to do, are DBS/CRB checked • All staff receive mandatory safeguarding training • Safeguarding is widely promoted and embedded throughout the organisation with all staff being issued with a wallet sized 'safeguarding quick reference guide' which details what to look out for and what to do • The Council has an internal safeguarding group which meets quarterly which has representation from all service areas of the Council. • The Council host and Chair the Countywide Derbyshire Safeguarding Leads Sub Group of the Derbyshire Safeguarding Children's Board and Derbyshire Safeguarding Adults Board • The Council are represented on both the Derbyshire Safeguarding Children's Board (DSCB) and the Derbyshire Safeguarding Adults Board (DSAB)				

11	Failure of BDC's Local Plan to be found sound at independent examination.	• Potential Government intervention • Undermining the local plan • Reputational damage • Loss of control of planning and development	4,4, **16**	2,4, **8**	SAMT / Political Leadership
	• The Council has successfully avoided Government intervention in the plan-making process. • Following Submission in August 2018, the Examination Hearing Sessions took place in January, February and March 2019. The Inspector provided her judgement on the necessary Main Modifications to make the Local Plan for Bolsover District legally compliant and sound in May 2019. Consultation on the necessary Main Modifications took place in June and July 2019 and the Council submitted the representations received on the Main Modifications to the Inspector in August 2019 and is now awaiting the Inspector's Report. As such, the emerging Local Plan for Bolsover District is at a very advanced stage and is progressing towards Adoption early in 2020. • The Council has taken all reasonable steps in the preparation of the emerging Local Plan and has kept the Government informed of this progress.					
12	Impact of HS2 and the electrification of the MML on environment, heritage, communities and businesses.	• Without considerable environmental mitigation measures will have a negative impact on the visual amenity of the district, disruption to businesses, home owners and communities. It also has the potential to sterilise areas of development due to uncertainty.	4,4,**16**	4,4,**16**	SAMT / Political Leadership
	• CEX and senior management actively engaged with HS2 staff to discuss proactive business mitigation measures. • Political leadership working with relevant community groups and agencies lobbying for enhanced mitigation measures. • Contributing to the East Midlands HS2 growth strategy and also that we part of the mitigation study					