

Report to the Finance and Performance Management Cabinet Committee



**Epping Forest
District Council**

Report Reference: FPM-027-2013/14

Date of meeting: 20 March 2014

Portfolio: Finance & Technology

Subject: Risk Management – Corporate Risk Register & Risk Management Documents

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Recommendations/Decisions Required:

- 1. To note the updating of the Corporate Risk Register;**
- 2. To consider whether there are any new risks that are not on the current Corporate Risk Register;**
- 3. To consider whether the matrix should be amended;**
- 4. To consider and recommend the updated Risk Management Strategy and Policy Statement to Cabinet for adoption; and**
- 5. To note the updated Terms of Reference of the Risk Management Group.**

Executive Summary:

The Corporate Risk Register and risk management documents have been considered by both the Risk Management Group on 25 February and Management Board on 5 March. These reviews identified amendments to the Corporate Risk Register and minor amendments to the wording of corporate risk documents.

Reasons for Proposed Decisions:

It is essential that the Corporate Risk Register is regularly reviewed and kept up to date. The annual review of the corporate risk management documents helps ensure that the risk management process remains relevant and up to date.

Other Options for Action:

Members may suggest new risks for inclusion or changes to the scoring of existing risks.

Report:

- 1. The Corporate Risk Register was reviewed by the Risk Management Group on 25 February and Management Board on 5 March. A number of amendments have been identified and incorporated into the register (Appendix 1).**
- 2. Risk 1 Local Plan the key dates within the Action Plan have been updated.**
- 3. Risk 4 Finance Income updated to include the risks of loss from legislative change to land charges and outstanding NNDR appeals. Numbers and dates updated as 2014/15 budget now approved.**

4. Risk 5 Data/Information the existing control within the Action Plan has been amended to reflect the progress made with e-learning module for officers and the introduction of data protection awareness within the Member induction programme.
5. Risk 7 Business Continuity an additional vulnerability has been added to advise the short term risk of the Tour de France passing through the District on 7 July 2014. Work is ongoing to ensure that appropriate arrangements are in place.
6. Risk 8 Partnerships a scoring change has been applied to the risk as the likelihood has reduced. The scoring has changed from C3 Medium Likelihood/Minor Impact to D3 Low/Very Low Likelihood/Minor Impact.
7. This Committee undertakes an annual review of the Risk Management Terms of Reference, Strategy and Policy Statement. The review last year was on 21 March 2013, with subsequent Cabinet approval on 15 April 2013.
8. These documents should be reviewed and updated on an annual basis and so are presented here for Members consideration. After consideration by the Risk Management Group and Management Board the proposed adjustments are as follows:

Document	Proposed amendment
Risk Management Group – Terms of reference (Appendix 2)	Minor wording changes within paragraph four and five.
Risk Management Strategy (Appendix 3)	Page two the word Brokers has been removed from paragraph four. Updates have also been applied to “Arrangements” on page two to advise the frequency of risk review by Management Board.
Risk Management Policy Statement (Appendix 4)	Reference to Corporate Executive Forum removed.

9. Members are now asked to consider the attached updated Corporate Risk Register and whether the risks listed are scored appropriately, whether there are any additional risks that should be included.
10. Members are also asked to consider the proposed amendments to the corporate risk management documents.

Resource Implications:

No additional resource requirements.

Legal and Governance Implications:

The Corporate Risk Register is an important part of the Council’s overall governance arrangements and that is why this Committee considers it on a regular basis.

The corporate risk management documents are an important part of the Council’s overall governance arrangements and this Committee is required to review the documents on an annual basis.

Safer, Cleaner, Greener Implications:

None.

Consultation Undertaken:

The Risk Management Group and the Corporate Governance Group have been involved in the process.

Background Papers:

None.

Impact Assessments:

Risk Management

If the Corporate Risk Register was not regularly reviewed and updated a risk that threatened the achievement of corporate objectives might either not be managed or be managed inappropriately.

If the corporate risk management documents were not reviewed and updated they could become inconsistent with other Council policies and objectives and this would undermine the Council's approach to risk management.

Equality and Diversity:

Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties, reveal any potentially adverse equality implications? No

Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken?

What equality implications were identified through the Equality Impact Assessment process?

N/A

How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?

N/A