

Communities Committee

Item No.

Report title:	Risk Management
Date of meeting:	11 October 2017
Responsible Chief Officer:	Tom McCabe - Executive Director, Community and Environmental Services
Strategic impact One of the Communities Committee's role is to consider the management of Communities risks. Assurance on the effectiveness of risk management and the Communities departmental risk register helps the Committee undertake some of its key responsibilities. Risk Management contributes to achieving departmental objectives, and is a key part of the performance management framework.	

Executive summary

This report provides the Committee with the full departmental Communities risk register as at September 2017, following the latest review conducted at the end of August. The reporting of risk is aligned with, and complements, the Performance and Financial reporting to the Committee.

Recommendations:

Members are asked to consider:

- a) **The full departmental Communities risk register;**
- b) **whether the recommended mitigating actions identified in Appendix A are appropriate, or whether Risk Management improvement actions are required (as per Appendix C);**

1. Proposal

- 1.1. The Community and Environmental Services (CES) Departmental Management Team (DMT) continues to be engaged in the preparation of the Communities departmental level risk register.

At the June 2017 Communities committee meeting a request was made that, in addition to the usual exception reporting, at least once per year for the Risk Management Officer to provide Members of this committee with sight of all of the departmental level risks in detail at this committee. These risks are presented in **Appendix A**. A note of the criteria used to determine which risks sit at which level can be located at section 5 of this report.

2. Evidence

- 2.1. The Communities committee risk data detailed in this report reflects those key business risks that are managed by the Community and Environmental Services Departmental Management Team, and Senior Management Teams of the

services that report to the Committee including amongst others Norfolk Fire and Rescue services, Public Health, Community, Information and Learning services, and Culture and Heritage Services. Key business risks materialising could potentially result in a service failing to achieve one or more of its key objectives and/or suffer a financial loss or reputational damage. The Communities risk register is regularly reviewed and updated in accordance with the Council's Risk Management Framework.

- 2.2. The Communities departmental risk register currently contains six risks. These can be seen in **Appendix A**. Two of these risks are currently reported by exception as they meet the exception criteria of having a current score of 12 or more, with a prospects score of achieving the target score by the target date of amber or red.

A reconciliation of risk changes to all departmental level risks since the June 2017 Committee can be located in **Appendix B**.

- 2.3. To assist Members with considering whether the recommended actions identified in this report are appropriate, or whether another course of action is required, a list of such possible actions, suggested prompts and challenges are presented for information in **Appendix C**.
- 2.4. Of the six departmental risks, one has a green prospects score of meeting the target score by the target date, with the remaining five having amber prospects scores. Please see Note 1 for details of prospects scoring.

3. Financial Implications

- 3.1. There are no significant financial implications arising from this Risk Management report.

4. Issues, risks and innovation

- 4.1. There are no other significant issues, risks and innovations arising from this Risk Management report.

5. Background

- 5.1. Background information regarding risk scoring, and definitions can be found in **Appendix D**.

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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Note 1:

The prospects of meeting target scores by the target dates are a reflection of how well the risk owners consider that the mitigation tasks are controlling the risk. It is an early indication that additional resources and tasks or escalation may be required to ensure that the risk can meet the target score by the target date. The position is visually displayed for ease in the “Prospects of meeting the target score by the target date” column as follows:

- Green – the mitigation tasks are on schedule and the risk owner considers that the target score is achievable by the target date.
- Amber – one or more of the mitigation tasks are falling behind and there are some concerns that the target score may not be achievable by the target date unless the shortcomings are addressed.
- Red – significant mitigation tasks are falling behind and there are serious concerns that the target score will not be achieved by the target date and the shortcomings must be addressed and/or new tasks introduced.