

# Adult Social Care Committee

Item No.

<b>Report title:</b>	<b>Risk Management</b>
<b>Date of meeting:</b>	<b>19 June 2017</b>
<b>Responsible Chief Officer:</b>	<b>James Bullion, Executive Director of Adult Social Services</b>
<b>Strategic impact</b> Monitoring risk management and the departmental risk register helps the Committee undertake some of its key responsibilities and provides contextual information for many of the decisions that are taken.	

## Executive summary

As this is the first Adult Social Care committee meeting of 2017/18 this report presents the full departmental risk register for information on the department's risks. For future reports, it is proposed to report by exception. Further details can be seen in paragraph 1.2.

Risks are where events may impact on the Department and the County Council achieving its objectives and these are set out in the risk register together with tasks to mitigate each of the risks and progress updates.

### Recommendations:

#### Committee Members are asked to:

- a) **Discuss and agree the risk register as set out in Appendix A.**

## 1 Proposal

- 1.1 The Adult Social Care departmental risk register has been refreshed for 2017/18 and this report provides the Committee with an update of the most recent changes.
- 1.2 This report provides the full departmental risk register, inclusive of corporate risks pertaining to Adult Social Care. The Department's risks can be seen at **Appendix A**. For future reports, it is proposed to report by exception, providing full details of risks that have a score of 12 or more, with a prospects score (of meeting the target score by the target date) of red or amber. A summary of all risks on the departmental risk register will be provided to future committees.

## 2 Evidence

- 2.1 The Adult Social Services departmental risk register reflects both corporate and departmental key business risks that need to be managed by the Senior Management Team and which, if not managed appropriately, could result in the service failing to achieve one or more of its key objectives and/or suffering a financial loss or reputational damage. The risk register is a dynamic document that is regularly reviewed and updated in accordance with the Council's "Well Managed Risk – Management of Risk Framework".
- 2.2 A clear focus on strong risk management is necessary as it provides an essential tool to ensure the successful delivery of our strategic and operational objectives. The Business

Development Manager meets regularly with the Risk Management Officer to provide an update on each of the risks contained within the risk register.

### **3 Risk Register**

- 3.1 Each risk score is expressed as a multiple of the impact and the likelihood of the event occurring:
- a) Original risk score – the level of risk exposure before any action is taken to reduce the risk when the risk was entered on the risk register
  - b) Current risk score – the level of risk exposure at the time the risk is reviewed by the risk owner, taking into consideration the progress of the mitigation tasks
  - c) Target risk score – the level of risk exposure that we are prepared to tolerate following completion of all the mitigation tasks
- 3.2 In accordance with the Risk Matrix and Risk Tolerance Level set out within the current Norfolk County Council “Well Managed Risk - Management of Risk Framework”, four risks are reported as “High” (risk score 16–25) and 14 as “Medium” (risk score 6–15) and one as “Low” (risk score 1-5). A copy of the Risk Matrix and Tolerance Levels appears at **Appendix B**.
- 3.3 The prospects of meeting target scores by the target dates are a reflection of how well mitigation tasks are controlling the risk. It is also 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:
- a) Green – the mitigation tasks are on schedule and the risk owner considers that the target score is achievable by the target date
  - b) 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
  - c) 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 addresses and/or new tasks are introduced
- 3.4 The current risks are those identified against the departmental objectives for 2017/18 and have been reviewed for this report.

### **4 Attachments**

- 4.1 **Appendix A** provides Committee members with the full departmental risk register including Adult Social Care corporate risks.

**Appendix B** provides Members with a Risk Matrix, showing where the risks sit on the risk spectrum from 1 (lowest possible score) to 25 (highest possible score).

**Appendix C** provides Committee members with a definition of key changes which will be reported to the Committee.

### **5 Financial Implications**

- 3.1 There are no financial implications other than those identified within the risk register.

### **4 Issues, risks and innovation**

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

## Officer Contact

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

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