

# Audit Committee

**24 September 2015**



<b>Title</b>	Corporate Risk Register		
<b>Purpose of the report</b>	To note		
<b>Report Author</b>	Internal Audit Manager- Punita Talwar		
<b>Cabinet Member</b>	Councillor Tim Evans	<b>Confidential</b>	No
<b>Corporate Priority</b>	This item is not in the current list of Corporate priorities		
<b>Cabinet Values</b>	N/A		
<b>Recommendations</b>	That the Committee notes the report.		

## 1. Key issues

- 1.1 The Corporate Risk Register ensures key risks are identified, managed and monitored. Management Team has reviewed the Corporate Risk Register (**Appendix 1**).
- 1.2 Significant issues to report are:
  - (a) **Business Continuity and Emergency Planning** –Support to Services to update and test their Business Continuity plans will be a priority under the new service delivery model (Applied Resilience), taking effect from September. The Head of Sustainability and Leisure will be monitoring the contract agreement with Applied Resilience to ensure satisfactory outcomes are being achieved for Business Continuity and Emergency Planning, and that business continuity arrangements are promptly delivered.
  - (b) The Council's **Corporate Plan** and priorities will be reviewed as a result of the new Council. The impact on ongoing projects, resources and Service Planning will need to be assessed.
  - (c) **Delivery of the 'Towards a Sustainable Future' (TaSF) and providing financial resilience for the authority** – Projects are progressing and monitoring continues. The TaSF Programme Support Officer (Michael Pegado) is responsible for coordinating all three main work streams under the TaSF programme, overseen by the Head of Customer Services. The Programme Brief is due to go to Cabinet and Overview and Scrutiny Committee in September.
  - (d) **Project management** – In addition to TaSF, there is a requirement to deliver approximately 26 other key Council projects. Some longstanding projects are progressing in accordance with key milestone dates.

Closure reports have now been produced for Manor park café and Airport Parking.

- (e) **Information Governance** – The Information Governance Group have not met since February to pursue the action plan. The absence of dedicated resources has been previously acknowledged by Management Team and consideration is being given to additional resource to support this area. Currently however there is a potential risk of security / data breaches, which could result in system failure, Information Commissioner fines and reputational damage.
- (f) **Safeguarding** - In view of Councils taking on statutory responsibility for safeguarding adults, the Independent Living Managers have assessed changes required to Adults at Risk policies and processes, currently being reviewed by the Surrey Safeguarding and Adult Social Care Team. Following this revised policies/processes will be approved and publicised. It would also be timely for staff training needs to be assessed.
- (g) **Debt Recovery**- A new risk category has been added to the Corporate Risk Register relating to collection and recovery of income (category 23) in view of the significant amount of income/debt owed to the authority. The Corporate Debt Group (chaired by the Deputy Chief Executive, Terry Collier) have considered further measures to assist in the recovery of increasing levels of Housing Benefit overpayments (currently £2.3m) and Bed and Breakfast arrears (category 15) . Recovery arrangements for significant debt areas (including Parking Penalty Charge Notices)/other income streams and amounts outstanding are being periodically monitored through the Corporate Debt group.

## 2. Options analysis and proposal

Either:

- i. To note and accept the contents of the Corporate Risk Register. The revised register is considered to be an accurate reflection of the high level risks affecting the Authority, as well as the progress made on actions previously proposed, based on our assessment of risk and controls in operation. (**Preferred option**)

Or:

- ii. To recommend amendments to the Corporate Risk Register for consideration by the Corporate Risk Management Group.

## 3. Financial implications

Resources required (staff time) to implement actions proposed in the Corporate Risk Register should be contained within existing budgets.

## 4. Other considerations

The Corporate Risk Register covers a wide range of risks and associated consequences including financial losses, failure in service delivery, health and safety incidents, and reputational damage.

## **5. Timetable for implementation**

The Corporate Risk Register shows officers responsible for progressing actions, together with timescales for implementation. The register is reviewed and updated quarterly by Audit Services.

**Background papers:** There are none.

**Appendices:** Appendix 1 – Corporate Risk Register