

To: Audit & Governance Committee

Date: 29th June 2015

Report of: Head of Financial Services

Title of Report: Risk Management Quarterly Reporting: Quarter 4 2014/2015

Summary and Recommendations

Purpose of report: To update the Committee on both corporate and service risks as at the end of Quarter 4, 31st March 2105.

Key decision: No

Executive lead member: Councillor Ed Turner

Policy Framework: Corporate Plan - Efficient, Effective Council

Recommendation(s): The Committee are asked to note the contents of this report.

Appendix A Corporate Risk Register

Business Continuity Planning

- 1) The final table top testing of Services' Business Continuity Plans (BCP's) took place on 9th June 2015. All service areas have attended the sessions and are now updating their BCP's accordingly.
- 2) A total of 60 staff from all service areas attended the BCP's sessions based on a hypothetical scenario centred around restricted access to places of work due to a 'smoke cloud' and a subsequent epidemic causing widespread staff sickness.
- 3) Feedback from the sessions is being considered by the Corporate Management Team and will be fed back to all the service areas to share the lessons learned and best practice. Issues raised include :

- Out of date contact lists
- Need to identify critical contractors
- Need to restrict access to personal data in Business Continuity Plans
- Encouragement of staff to sign up for councils facebook and twitter to improve communications during an emergency
- Ensuing key staff have access to mobile phones and iPads

On-line Training module

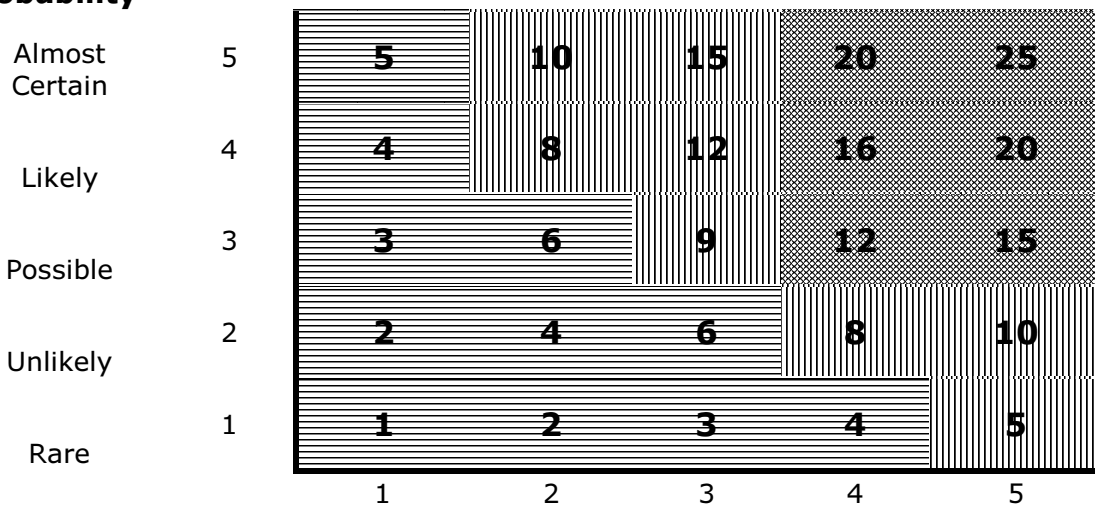
- 4) An i-learn module has been created for all staff and members to cover the basic principles of Risk Management and seeks to raise the importance of risk management across the Council. This module is now available on the intranet following individual registration through the Councils i-learn training area located at the following web address :

<http://oxfordcity.learningpool.com/>

Risk Scoring Matrix

- 5) The Council’s methodology for scoring risks is set out below along with a copy of the scoring matrix.
- 6) It is possible to get the same score but end up with a different result in the heat map. For example if the probability of an event occurring is high but the impact is low it is likely to have a lower score on the heat map. However, the higher the potential impact score the more likely the event will be classed as a red risk on the matrix.

Probability



Impact Negligible Low Medium High Very High

Key:



Risk

Identification

- 7) **Corporate Risks** – The Corporate Risk Register (CRR) is reviewed by the Corporate Management Team (CMT) on a quarterly basis, any new risks are incorporated into a revised version of the CRR. Risk owners for corporate risks are generally held at Director level.
- 8) **Service Risks** – Service area risks are reviewed periodically by Heads of Service and Service Managers. The Financial Accounting Manager has oversight of all risks and on a quarterly basis will review service risks to determine the need for inclusion in the Corporate Risk Register.
- 9) **Project and Programme Risk** – The Council adopts the principles of Prince2 methodology for managing projects. Incorporated within this methodology is a robust process for the management of risk within a project environment. Each project is managed by the Project Manager who controls and co-ordinates all aspects of the project through to conclusion.

Quarter 4 Corporate Risk Register

- 10) The current Corporate Risk Register (Appendix A) shows that there are no red risks and the number of red risks have remained at zero since Q4 2014. The table below shows the movement of risks over the last 15 months.

Current Risk	Q4 2013/14	Q1 2014/15	Q2 2014/15	Q3 2014/15	Q4 2014/15
Red	0	0	0	0	0
Amber	5	5	5	6	5
Green	6	6	6	5	6
Total risks	11	11	11	11	11

Corporate Risk Summary

- 11) The table below shows the how the corporate risks have been scored in accordance to the risk matrix.

Current Probability	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)
Current Impact					
Insignificant (1)					
Minor (2)		1	2		
Moderate (3)		3	5		
Major (4)					
Castastrophic (5)					

Quarter 4 Service Risk Register

12)The table below shows the number of current risks for Q4 2014/15 compared with the last 12 months. Three risks have been closed since the last quarter.

Current Risk	Q4 2013/14	Q1 2014/15	Q2 2014/15	Q3 2014/15	Q4 2014/15
Red	0	3	0	0	0
Amber	38	36	41	38	39
Green	46	42	36	39	35
Total risks	84	81	81	77	73
New risks in quarter	0	0	3	0	0
Closed	2	3	3	4	3

Service Area Risk Summary

- The table below shows the how the service area risks have been scored in accordance to the risk matrix.

Current Probability	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)
Current Impact					
Insignificant (1)	1	1			
Minor (2)	1	17	6	4	
Moderate (3)		9	25	5	
Major (4)		4			
Castastrophic (5)		1			

Legal Issues

13)There are no legal implications directly relevant to this report but having proper arrangements to manage risk throughout the organisation is an important component of corporate governance.

Financial Issues

14)The Robust management of risk should assist in mitigating the financial impact to the Council should the event occur.

Environmental Impact

15)This report contains no environmental impact.

Level of Risk:

16) See appendix A

Equalities:

17) This report does not contain any potential equalities impact issues.

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