



Corporate Risk Register December 2015

Tendring
District Council



INTRODUCTION

The management of Risk is a key element to any organisation in order to protect its resources (human & physical), finances and reputation. By undertaking regular, stringent and structured analysis of the risks faced by the organisation senior managers are able to take strategic decisions to mitigate against such risks whilst still being able to take the necessary decisions for a progressive council.

This document explains the methodology used to analyse and identify the risks which are considered to be of a sufficient level to be monitored corporately. The process of identifying risks is a linear examination at service, departmental and subsequently corporate level. It is only by undertaking a thorough and detailed risk assessment that this can be achieved.

Each risk is assessed for the likelihood of the risk occurring, as well as the potential impact of such an occurrence. The combination of these two factors gives an initial risk rating. Each risk is then 'managed' by the implementation of control measures. It is then re-assessed to give a residual risk rating.

Only risks which would have a significant corporate-level impact upon the ability of the Council to undertake its normal service delivery, finances, safety, or reputation are reported at this level.

DEFINITIONS

Risk: A risk is an event or action which may adversely affect the Council. It can arise from the possibility of not realising opportunities as well as from a threat materialising. Risk management is embedded across the organisation and forms part of each directorate's everyday function. They follow the format '[x...] leading to [y...] resulting in [z]'. Please note that as we increase our partnership and multi-agency work, risks become increasingly complex as controls may become out of our direct control.

Inherent risk: This is the level of risk that is present before controls have been applied. Measured by evaluating the impact and probability of the risk to calculate an Inherent Risk Rating.

Residual risk: This is the level of risk remaining after application of controls. The Residual Risk Rating is calculated on the same basis as for inherent risk, but factoring in any changes in impact and probability arising from the controls in place to mitigate the inherent risk.

Control: Controls are a key mechanism for managing risk and are put in place to provide reasonable assurance. Examples of controls can include policies and procedures adopted, progression of ongoing actions, or implementation of recommendations resulting from internal audits.

Warning indicators: These are the mechanisms or issues that will highlight that the risk is not being mitigated by the controls identified, or to the extent expected. These can be internal or external to the organisation.

RISK RATING CATEGORIES

20



High Risks (Rating of 15-25)

- Risks at this level will be considered to be above the Council's risk tolerance level. These risks require immediate attention and, as a high priority, a plan needs to be put together to provide sufficient mitigation resulting in a lower rating for the residual risk, wherever possible.
- Management Team should regularly review any risks in the Corporate Risk Register where the mitigated level remains above the risk tolerance level.
- Where a risk in a Departmental Risk Register scores at this level, consideration will be given to any corporate impact, and whether there is a need for the risk to be considered in the Corporate Risk Register.

12



Medium Risks (Rating of 6-12)

- Controls should be put in place to mitigate the risk, wherever possible, especially where the risk is close to the risk tolerance level, or is increasing over time. However where the options for mitigation would not provide value for money, the risk may be tolerated.




4













Low Risks (Rating of 1-5)

- No action required to mitigate these risks.

CORPORATE RISK REGISTER




Risk No	Risk Details	Inherent Risk			Controls	Warning Indicators	Action Owner	Target / Review Date	Residual Risk			  	Contribution to / Secondary Risk Supported
		Impact 1-5	Probability 1-5	Inherent Risk Rating					Impact 1-5	Probability 1-5	Residual Risk Rating		
1	Failure to deliver key services												
1a	Failure to effectively manage assets	3	3	9	Bringing the management of assets together within a dedicated team rather than devolved across the organisation. Implementing and developing an Asset Strategy and associated delivery plan and ensuring an effective and flexible property dealing policy	Loss of developments or transactions	Andy White	Dec-15	2	2	4	↓	2 & 3
1b	Catastrophic IT network failure	5	3	15	Cisco -based corporate network replacement works completed Nov14 (excluding Weeley Offices). Additional resilience included in design to remove single points of network failure and dynamic routing implemented. New wireless network available at all main locations with individual survey solutions for remote sites (e.g. Leisure Centres etc.) ongoing. Thw wireless network itself offers additional if significant 'cabled' network faults or damage occurs. NOTE: Weeley Offices remain on old Cisco switches until it's future is decided. This in itself creates additional risk but the majority of staff will have new laptops by end November 2015 so could work form alternative location should a significant issue occur. We continue to monitor the performance of the aging Weeley network. Resilience built into IT Investment Strategies	Network monitoring alarms	John Higgins	Nov-16	5	1	5	↓	2 & 3





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		Impact 1-5	Probability 1-5	Inherent Risk Rating					Impact 1-5	Probability 1-5	Residual Risk Rating		
1	Failure to deliver key services												
1c	<p>Ineffective communication / management of information</p> <p>Failure to adopt, implement and foster effective communication and information systems with an adverse impact on the ability to deliver services or relationship with key stakeholders.</p>	5	3	15	<p>Implement and develop key communication 'routes' such as consultations and petitioning schemes. Senior Information Risk Owner (SIRO) training undertaken 20/01/15. Essex-wide Information Governance policies adopted and regular information governance monitoring through our Information Governance Policy Unit and the Information Security Management Group .</p> <p>Ongoing development of 'electronic' approaches to communication such as the Council's website and improving transparency such as through improvements to the systems used to access reports and decisions . The Council has access to 'Survey Monkey' and the Intranet 'PING' has been completely renewed focussing on self-service, ease of use and a dedicated Members area.</p> <p>Ongoing development of information systems and databases such as IDOX to ensure information is captured centrally and accessible by services in a timely and effective way. The IDOX Electronic Document Records System is being implemented across the Council during 2015/16.</p>	Annual IT staff survey, Communications Group and departmental IT Champions	John Higgins	Apr-16	5	2	10		2 & 3





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		Impact 1-5	Probability 1-5	Inherent Risk Rating	We control the risk by:					Impact 1-5	Probability 1-5	Residual Risk Rating		
2	Failure to deliver key projects													
2a	Coastal Defence The Council has a coastline of 60km and maintains the sea defence structures along 18.5km of this frontage. These defences protect the towns of Harwich, Dovercourt, Walton on the Naze, Frinton on Sea, Holland on Sea, Clacton and Brightlingsea. Unforeseen expenditure may be required on sea defences; which if left to deteriorate could cause catastrophic cliff failure and impact safety of residents/visitors nearby. The East Coast of the UK is vulnerable to a phenomenon called a North Sea Tidal Surge.	5	1	5	Carrying out annual inspections of coast protection structures and responding swiftly to public reporting of faults. An annual maintenance programme for the coastal frontage is set each year with an appropriate budget to cover the works. Each year sections of the sea defences are improved as part of a rolling programme of special maintenance schemes funded from the Council's Revenue Budgets. Works undertaken range from day to day maintenance of promenades and seawalls to schemes costing millions of pounds. Larger capital schemes attracting grant in aid are produced to comply with Defra guidelines and their High Level Targets for coast protection.	Under review	Mike Badger	Annually	1	1	1		3	
2b	Failure to deliver IER Significant Council project to roll out new electoral registration system	5	2	10	Effective project management arrangements in place	Failure to meet Electoral Commission "readiness tests"	Management Team (Martyn Knappett)	Monthly	5	1	5		3	
2c	Community Leadership Projects Potential for impact to the reputation of the Council and impact on Communities, through failure to deliver key projects with partners.	4	3	12	Clearly defined ToR agreed between ECC & TDC. Action plans agreed as appropriate for each project and reviewed on a regular basis.	Action plan not delivered (regular monitoring and feedback to Locality Board)	Keri Lawrence	Annually	4	2	8		3	
2d	Building Council Homes No lifting of borrowing cap impacts on ability to deliver.	4	2	8	Limited control available as risk is external. Whilst Lobbying will continue via ARCH/NFA little prospect of change at present time	Under Review	Paul Price	Annually	4	2	8		-	
2e	Leisure Development Programme - Frinton Walton Pool Refurbishment Risks associated with major works programme - unforeseen additional financial pressures / scheme overrun resulting in prolonged facility closure.	3	2	6	Project Plan in place - regular monitoring undertaken.	Under Review	Mike Carran	Monthly	3	2	6		5 & 8	

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2	Failure to deliver key projects				We control the risk by:								
2f	Ineffective delivery of Transforming Tendring project Failure to provide effective change management and the coordination of corporate resources with an adverse impact on organisational focus and delivery	5	3	15	Through the provision of effective organisational leadership through culture, change management, vision, values, communication and encouraging innovation and empowering staff.	To be reviewed once project proposal agreed by members	Management Team (Martyn Knappett)	Monthly once project live	3	1	3	↓	3
2h	Essex Family / Family Solutions A TDC appointed Family Support Worker working within Tendring Family Solutions Team. Risks of the project include potential breaches of data protection, Council reputation and professional liability (working with vulnerable families)	5	3	15	Matrix management arrangements in place between TDC and ECC with clear workload management. The TDC FSW will be subject to the same control environment as other team members within Family Solutions. TDC has increased management capacity to oversee the FSW position.	Family complaints / non disengagement from statutory providers	Anastasia Simpson	Ongoing	5	2	10	↓	3 & 6

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3	Reputational damage				We control the risk by:								
3a	Member conduct	4	3	12	Regular reports to Standards Committee and discussions with Group Leaders	Number of Complaints increasing	Management Team (Lisa Hastings)	Monthly	4	1	4	↓	-
3b	Failure to comply with legislative requirements Risk of judicial reviews or injunctions being sought against the Council, causing delay in service delivery and financial loss to defend actions.	4	4	16	Ensuring that communication between the Directors and Service Managers with the Legal Team is kept up to date with regards to priorities and project planning. Regular discussions to be held between Services. Manager of Legal Services to be kept informed of new developments through management team and Cabinet agendas.	Pre-action protocol letters being received for potential judicial review claims	Lisa Hastings	On-going	2	1	2	↓	-




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4	Ineffective workforce management and planning													
4a	Loss of Key Staff Loss of key staff either through service changes or natural turnover impacting on delivery.	4	3	12	Effective HR Processes in place (being developed) to identify early signs of workforce issues (including age profile) and processes in place for recruitment of right skills. Skills focus and flexible approach across Council.	Staff turnover rates / inability to recruit	Management Team (Anastasia Simpson)	Monthly	4	3	12		1, 2, 6, 7 & 8	
4b	Lack of capacity to deliver core services	4	3	12	Identification of areas of key person dependency, skills and competency matching and corporate approach to the delivery of key services and projects through secondments / cross service working.	Staff turnover rates / inability to recruit	Management Team (Anastasia Simpson)	Monthly	4	3	12		3 & 5	




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5	Failure to deliver a balanced and sustainable budget												
5a	Financial Strategy The impact of achieving a balanced budget in an ever-tightening financial environment on service delivery objectives.	5	3	15	<ul style="list-style-type: none"> • 5 Year Financial Planning. • Financial Strategy Preparation including identifying and capturing significant risks such as changes to government funding. • Robust and Timely Budget Monitoring Processes. • Engagement with key stakeholders, members and senior management as early as possible. • Responding to and implementing recommendations and advice issued by the Council External Auditor. 	Adverse Financial Forecasts / Medium Term Financial Planning. Adverse issues identified via the Corporate Budget Monitoring Process. Lack of actions / monitoring in response to recommendations and advice issued by the External Auditor.	Richard Barrett	No outstanding actions	5	2	10		1, 2, 3, 4 & 8

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6	Ineffective management of information												
6a	Loss of sensitive and/or personal data through malicious actions loss theft and/or hacking	4	5	20	Security contract to manage/ maintain firewalls outsourced to reputable UK contractor. Annual 3rd party IT Healthchecks and resolution/ mitigation regime achieving compliance with central government CESA Public Services Network (PSN) security guidelines audited annually. Network segregation works enhancing security to key sensitive data (PSN Services and IL3 [Revenues and Benefits]) completed. Security is further strengthened through Citrix access control and segregation of Citrix managed access to different areas. Information Governance procedures/ policies/ responsibilities/ ownership and training significantly strengthened through continued monitoring and review via newly empowered Information Policy Unit and Information Security Management Group. New 'one time use' PIN code additional security for Councillor remote access implemented following CESA edit. All new officer mobile devices (laptops and phones) are encrypted with complex passwords and are managed using Microsoft Mobile device Management (MDM) to further protect data.	Security Incident report & ongoing staff awareness.	John Higgins	Ongoing	5	2	10		3
6c	Disconnection from PSN Network Failure to achieve PSN recertification resulting in disconnection from PSN services, eg DWP, IER etc and urgent alternative arrangements to continue providing statutory service	5	4	20	Senior Information Risk Owner (SIRO) training completed by the Council's IT Manager (John Higgins). Actions completed to remediate / resolve issues identified from November 2014 IT healthcheck and PSN re-certification achieved 22/01/14 for 12 months. 2015 IT Healthcheck undertaken in August followed by remediation and re-test in November with our PSN 2015 submission due w/c 07/12/15. Note: The Council remains at risk from any new CESA rules and further Whitehall hardening of security regulations on an ongoing basis. This can only be remediated through monitoring latest available guidance.	PSN/ CESA communications, outcome of IT Healthchecks, monitoring/ discussion with IT Support partner(s).	John Higgins	Ongoing on an annual cycle - next submission due in December 2015.	5	1	5		1 & 3

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6	Ineffective management of information												
6d	Virus / Malware Malicious code entering the TDC network and performing actions without consent	5	4	20	All TDC servers, desktops and laptops include Anti-Virus and Malware protection and are updated/patched with latest software revisions. Standard users are further protected as admin rights are required to run executable and standard users do not have this level of access. All internet traffic is routed through our firewall and proxy server, both providing a further level of agreed security. All emails are routed through our email filtering system providing extra agreed security. User education - Staff are aware of what to do if they notice any suspicious activity which could be related to viruses/malware. Regular agreed backups are taken so that restores can take place if required.	Virus / malware production alerts. Users reporting unusual / suspicious activity. Monitoring programs alerting of suspicious activity	John Higgins	Ongoing	5	1	5	↓	1, 2 & 3

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7	Failure to adopt a sound Local Plan												
7a	Local Plan Failure to identify no of sites for the assessed level of homes Failure to deliver the revised Local Plan within statutory deadlines and the subsequent damage to the reputation of TDC and impact upon planning decisions in the future.	4	4	16	The newly formed Local Plan Committee reviews the Local Plan in a timely fashion and continues to consult with the local community, consultees and the Planning Inspectorate	Not meeting statutory, or locally imposed deadlines for progression.	Catherine Bicknell; Gary Guiver	Various	4	3	12	↓	3, 5 & 8

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8	Failure of income streams to meet Council's financial requirements and obligations to other bodies												
8a	Failure to collect levels of income required from Council Tax in order to fund the Council's financial requirements.	5	4	20	Regular budget monitoring including reports to Cabinet by tracking payments against budgetary profile. Monitored monthly in the TDC Performance Report.	Income below profile	Harry Bates	Monthly	5	2	10	↓	5
8b	Failure to collect income required from Non Domestic Rates in order to meet the shares between the Government, Essex County Council, Essex Fire Authority and Tendring District Council	5	4	20	Regular budget monitoring including reports to Cabinet by tracking payments against budgetary profile. Monitored monthly in the TDC Performance Report.	Income below profile	Harry Bates	Monthly	5	2	10	↓	5

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9	Failures in Emergency and Business Continuity Planning												
9a	Ineffective Emergency Planning The Council fails to effectively respond to an emergency and the community is adversely effected.	4	3	12	Continue to develop and regularly test the Council's Emergency Plan including working with necessary partner organisation.	Extreme weather / disaster	Damian Williams	Ongoing	3	2	6	↓	3
9b	Ineffective Business Continuity planning The Council fails to effectively respond to an emergency / adverse event with an adverse impact on the delivery of services.	5	3	15	Development and testing of Business Continuity plans	Loss of infrastructure / staff	Management Team, John Higgins, Damian Williams	Ongoing	3	2	6	↓	1, 2 & 3

APPENDIX – METHODOLOGY FOR CALCULATING RISK

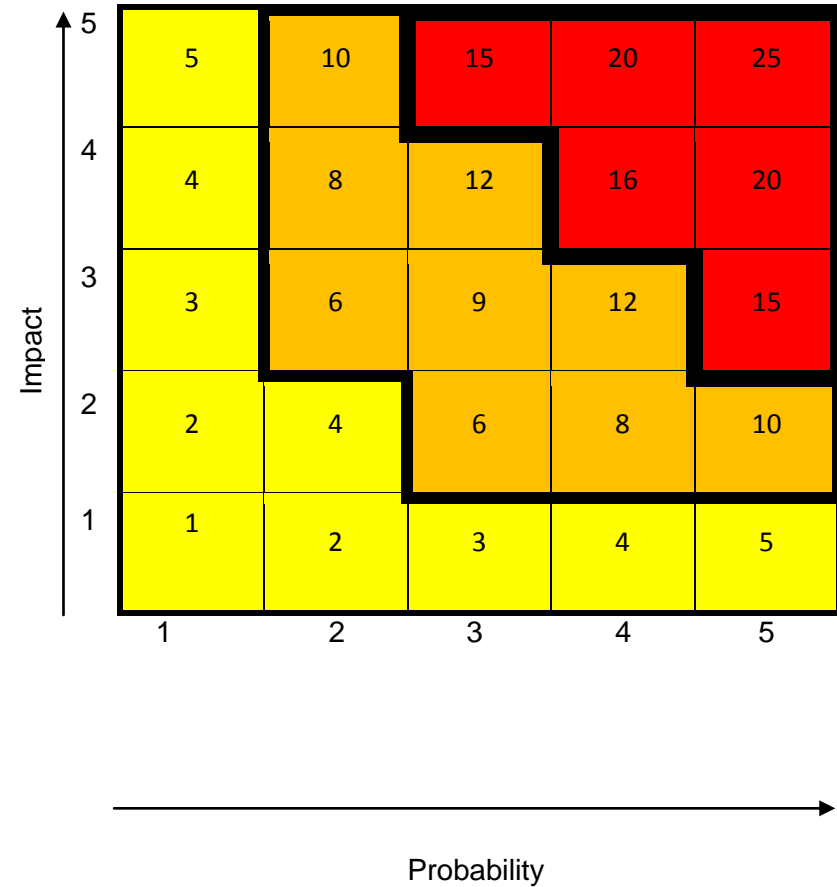
RISK RATING ELEMENTS - IMPACT

Risk level	Impact				
	Level	Financial	Service Delivery	Safety	Reputation
5	Critical	Loss of more than £1m	Effective service delivery is unachievable.	Fatality (Single or Multiple)	Reputation damage is severe and widespread i.e. Regulatory body intervention
4	Major	Loss above 250K but below £1m	Effective service delivery is severely disrupted in one or more areas	Multiple serious injuries requiring professional medical treatment	Reputation damage occurs with key partners.
3	Sizeable	Loss above £25K below £250K	Effective service delivery is disrupted in specific areas of the Council.	Injury to an individual(s) requiring professional medical treatment	Reputation damage is localised and/or relatively minor for the Council as a whole
2	Moderate	Loss above £5K below £25K	Delays in effective service delivery	Minor injury - no professional medical treatment	Slight reputation damage
1	Minor	Loss of up to £5K	Minor disruption to effective service delivery i.e. Staff in unplanned absence for up to one week	No treatment required	Reputation damage only on personal level

RISK RATING ELEMENTS - PROBABILITY

Timescale	Up to 6 months	To 12 months	To 24 months	To 60 months	60+ months
Probability					
Over 80%	5	4	3	2	1
65%-80%	4	4	3	2	1
50 – 64%	3	3	3	2	1
30 – 49%	2	2	2	2	1
Under 30%	1	1	1	1	1

RISK CALCULATION MATRIX



Impact x Probability = Overall Risk Rating