

**GOVERNANCE COMMITTEE****28th SEPTEMBER 2015****REPORT OF HEAD OF CENTRAL SERVICES****ANNUAL REVIEW OF RISK MANAGEMENT****1.0 PURPOSE OF REPORT**

- 1.1 To update Members on the management of risk within the Council during 2014/15.

**2.0 RECOMMENDATIONS**

- 2.1 **That the Council's Risk Management Policy and Strategy for the period 2015 to 2018, as attached at Appendix A, be approved.**
- 2.2 **That the latest risk management action plan, as attached at Appendix B(ii), be approved.**

**3.0 KEY ISSUES**

- 3.1 The Council last updated its Risk Management Policy and Strategy in 2012. This represented a significant redraft in order to ensure risk management was relevant and appropriate to the size of the organisation. The document has served the Council well and is actively followed in practise. The current document has been considered by the Council's risk management consultants, Zurich Municipal (ZM), as well as the Council's Management Team and is still considered to be relevant and therefore requiring no major changes. As such the Policy and Strategy is attached at Appendix A and members are asked to approve this for a further three years.
- 3.2 The Council has maintained its focus on key risks throughout 2014/15. This is undertaken by Management Team through regular reporting and review of the corporate risk register and scrutiny of the service risks as contained within the service plans. The risks contained in the service plans is the one element of the service plans that is reviewed and updated regularly in year within services in order to feed into these more strategic reviews by the Management Team. Risk logs are maintained as appropriate for individual projects by the Project Manager and would be reported to the Council's Programme Board through regular highlight reports as the need arises.
- 3.3 The Risk Management Policy and Strategy sets out the risk prioritisation process which enables management to determine the appropriate action that should be taken for each risk depending on its level. Risks that score above a certain level are those where a Director focus is required and as such these are the risks that are reflected in the corporate risk register. Risks below this level will be managed within services at the appropriate level and reflected in service plans.

- 3.3 In line with this approach to classifying risks, the service plans for 2015/16 were utilised to extract all those risks where this higher level of focus is required, and were then used to update the corporate risk register including an action plan for each risk. This exercise saw the removal of one risk regarding the Cattle Market Project as a corporate risk. The associated action plans have since been updated accordingly. A copy of the latest Risk Matrix and the Risk Register and associated action plans is appended as Appendix B (i) and B (ii).
- 3.4 The Council's insurance provider ZM supply to the Council training and consultancy support days on Risk Management as part of the insurance contract which runs from June each year. For the 2014/15 year they delivered training and support in the following area:
- Inspection Regime Training – The council has had a high incidence of claims from trips and falls and training was previously delivered during 2013/14 in order to raise awareness and improve the level of inspections undertaken by service areas. Since the training, claims have reduced considerably, however management continue to pay attention to this area to retain the high level of focus. As such further training was provided during 2014/15 in order to maintain the momentum in this area. The aim is to continue the reducing trend in claims in this area in order to reduce the level of insurance premiums for public liability. In addition to this support from ZM, Leicester City Council have offered further training that could be provided to relevant staff on inspection regimes, record maintenance and supporting evidence relating to trips and falls as well as sharing best practice and policies. This is part of the successful fraud bid the City led on of which this council is a partner

For the coming year discussions have commenced on what support ZM could supply and has commenced with the member training held prior to this committee meeting. Proposals will be put forward to the Management Team for consideration later in the year.

#### 4.0 **POLICY AND CORPORATE IMPLICATIONS**

- 4.1 The risk management process is guided by the Council's Risk Management Policy and Strategy.

#### 5.0 **FINANCIAL AND OTHER RESOURCE IMPLICATIONS**

- 5.1 There are financial implications from poor Risk Management however, with robust procedures these should be minimised or eradicated.

#### 6.0 **LEGAL IMPLICATIONS/POWERS**

- 6.1 Failure to adequately address Legal issues arising from any activity of the Council increases risk. Officers endeavour to ensure Members are adequately advised and projects properly implemented to ensure that Legal requirements are met.

## 7.0 **COMMUNITY SAFETY**

7.1 There are no particular implications arising from this report.

## 8.0 **EQUALITIES**

8.1 There are no particular equalities issues arising as a result of this report.

## 9.0 **RISKS**

9.1 There are all dealt with within the report.

## 10.0 **CLIMATE CHANGE**

10.1 There are no particular implications arising from this report.

## 11.0 **CONSULTATION**

11.1 Management Team have been consulted on the approval of the Risk Management Policy and Strategy and updated corporate risk register.

## 12.0 **WARDS AFFECTED**

12.1 All

Contact Officer      Dawn Garton  
Date:                    17 August 2015

Appendices :         A – Risk Management Policy and Strategy  
                              B (i) – Corporate Risk Matrix  
                              B (ii) - Corporate Risk Register and Action Plan: Melton Borough Council  
Background Papers: Corporate Risk Register Monitoring Template  
                              Service plans 2015/16  
                              Risk Management Policy and Strategy.

Reference :            X:\Cttee, Council & Sub Cttees\Governance\201516\280915