

## Appendix 1 – Proposed Changes to ETE Risk Register

Date: May 2016

Risk No	Risk Description	Details of Changes
<b>CR29 (formerly H&amp;CI 6)</b>	Failure to deliver waste savings / opportunities and achieve a balanced budget.	<p><b>January:</b> New control added (7) Waste PFI contractor investigating contract for Refuse Derived Fuel (RDF) option for Compost Like Output (CLO).</p> <p>One action completed – Local Partnership Programme Manager to propose any amendments to the council's contract management arrangements. to remove (Dec 15) Four remaining actions – one date has been revised (Action#8) – Jan 16.</p> <p><b>May:</b> 4 actions removed (completed) 5 new actions added.</p> <p>N.B Action 1 'Implementation of revised governance...' now complete.</p>
<b>H&amp;CI 1</b>	Business Disruption	Revised target dates for Actions 1 and 2.
<b>H&amp;CI 2</b>	Failure to effectively plan how the Council will deliver services over the five year business plan commencing 2016/17	<p><b>January:</b> One action completed: Directors and Heads of Service identifying options to meet savings targets, taking into account the revised corporate approach</p> <p>New action added. Business Planning proposals going through Committee system, resulting in the final Plan being recommended to Full</p>

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		<p><b>Council.</b> (now marked as complete)</p> <p><b>May:</b> New actions added: Updating of RAG status of 2017/18 Business Planning Proposals already identified and gather commentary/intelligence from Business Planning proposal leads (now marked as complete)</p> <p>Plan ETE Member Engagement in the Business Planning programme (now marked as complete)</p> <p>Through the Business Planning Co-Ordination Group, confirm the Business Planning timetable.</p>
<b>H&amp;CI 3</b>	Failure to deliver the 2015/16(2016/17) business plan.	<p>Risk updated to become the 2016/17 plan. New action added: Populate 2016/17 Savings Tracker for ETE to honestly reflect the position of 2016/17 saving proposals (now marked as complete)</p> <p>Control 15 added: Regular maintenance of the ETE savings Tracker and reporting to ETE Directors</p>
<b>H&amp;CI 4</b>	Failure to manage ETE Information Systems	<p><b>January:</b> New controls: 7. Contribute to Business Systems Review to ensure savings are made through utilising shared systems across CCC 8. Keep all IT SLA documents in the SharePoint folder for LGSS to review</p> <p>Old actions removed: 1. IT SLA documents being gathered ready for sharing on</p>

Risk No	Risk Description	Details of Changes
		<p>SharePoint this action is now complete  2. Implementation of the Business Case template for all IT projects this action is now complete  New action:  1. Gather information required for Business Systems Review to take place (now marked as complete)</p> <p>Revised dates on actions  <b>May:</b>  New actions:  Rollout of Smartphones in ETE  Pilot Skype for Business in ETE</p>
<b>H&amp;CI 5</b>	Organisational change	<p>New action added:  Review ETE Communications Strategy</p>
<b>H&amp;CI 7</b>	Failure to have appropriate processes in place to protect Employees	<p>Action changed to control:  1. Review take up of training.</p> <p>Actions marked as completed:  Review ETE Health and Safety Policy  Review Terms of Reference for the ETE Strategic Health and Safety Group</p> <p>New actions added:  1. ETE Health and Safety Policy to be signed off by ETE Directors  2. ETE Health and Safety survey to be completed by Managers and action plan created"</p>

<b>Risk No</b>	<b>Risk Description</b>	<b>Details of Changes</b>
<b>H&amp;CI 10</b>	Operational knowledge / skills lost (permanently or temporarily) as a result of SBC restructure which impacts on our ability to deliver priority outcomes or operate effectively or efficiently.	All actions completed.
<b>H&amp;CI 11</b>	Failure to deliver the Library Service Transformation	No change.
<b>H&amp;CI 12</b>	Failure to implement the Highways Service Transformation	Amended wording for Risk Description, Trigger, Result, Key Controls (1,4). Two actions added.