

REVIEW OF RISK REGISTER FOR PLACE AND ECONOMY

To: **Highways & Infrastructure Committee**

Meeting Date: **9 July 2019**

From: **Steve Cox, Executive Director – Place & Economy**

Electoral division(s): **All**

Forward Plan ref: **Not Applicable** *Key decision:* **No**

Purpose: **To provide members with the Risk Register for Place and Economy in order to review.**

Recommendation: **To note and comment on the Risk Register**

<i>Officer contact:</i>	<i>Member contacts:</i>
Name: Annette Reader	Name: Cllr Mathew Shuter/Cllr Bill Hunt
Post: EA to Graham Hughes and Steve Cox	Post: Chairman/Vice Chairman, Highways & Community Infrastructure Committee
Email: Annette.reader@cambridgeshire.gov.uk	Email: Mathew.Shuter@cambridgeshire.gov.uk / William-hunt@hotmail.co.uk
Tel: (01223) 715660	Tel: (01223) 706398

1. BACKGROUND

- 1.1. Every quarter the Risk Register for Place and Economy is reviewed and updated prior to review at committee. This is an audit requirement.

2. MAIN ISSUES

- 2.1 The updated Risk Register for Place and Economy is attached as Appendix 1. Member's views are sought on the Risk Register.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 A good quality of life for everyone

There are no significant implications for this priority.

3.2 Thriving places for people to live

There are no significant implications for this priority.

3.3 The best start for Cambridgeshire's children

There are no significant implications for this priority.

4 SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

There are no significant implications for this priority.

4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications for this priority

4.3 Statutory, Legal and Risk Implications

There are no significant implications for this priority.

4.4 Equality and Diversity Implications

There are no significant implications for this priority.

4.5 Engagement and Communications Implications

There are no significant implications for this priority.

4.6 Localism and Local Member Involvement

There are no significant implications for this priority.

4.7 Public Health Implications

There are no significant implications for this priority.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	n/a
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	n/a
Has the impact on Statutory, Legal and Risk implications been cleared by LGSS Law?	n/a
Have the equality and diversity implications been cleared by your Service Contact?	n/a
Have any engagement and communication implications been cleared by Communications?	n/a
Have any localism and Local Member involvement issues been cleared by your Service Contact?	n/a
Have any Public Health implications been cleared by Public Health	n/a

Source Documents	Location

Appendix 1 – Risk Register for P&E

Risk																
Likelihood	5						Risk Owners	Graham Hughes	Current Score	4	Last Review	30/04/2019				
	4												Target Score		Next Review	30/4/2020
	3															
	2		X				Triggers	Likelihood Factors (Vulnerability)	Potential Consequences							
	1									1. The Council is unable to achieve required savings and fails to meet statutory responsibilities or budget targets 2. Need for reactive in-year savings 3. Adverse effect on delivery of outcomes for communities						
		1	2	3	4	5										
Consequence																

6. Budget holders have monthly meetings with LGSS Finance Partner/External Grants Team, to monitor spend and produce BCR	Good	
7. Capital Programme Monitoring	Good	
8. Strong Contract Management	Good	

Risk Path: CCC P&E (revised)/Cambridgeshire County Council/Cambridgeshire County Council

Risk Category:

Linked Objective(s):

Risk		02. Staff capacity and resilience									
Likelihood	5										
	4										
	3										
	2				X						
	1										
		1	2	3	4	5					
		Consequence									
		Risk Owners					Graham Hughes		Current Score		6
									Target Score		
									Previous Score		
		Triggers					Likelihood Factors (Vulnerability)			Potential Consequences	
		1. Unable to recruit and retain staff with the right skills and experience								1. Loss of key staff and skills when staff leave 2. Not able to recruit the capacity and skills needed – possible cultural barrier i.e. public sector not attractive, inability to compete with private sector packages, shortages in the market 3. Workforce is not utilised effectively leading to low morale, lack of motivation etc. 4. Employees unable to deliver services 5. Customer/partner dissatisfaction 6. Reputational harm	

Controls	Adequacy	Critical Success
1. Restructuring of services looking at job career progression	Good	
2. Apprenticeship Scheme	Good	
3. Team, health, safety and wellbeing a key priority - discussed at team meetings and 121's	Good	
4. All team members, managers and Asst Directors invested in continuous Grow Your Own approach to train up new members to high standards and provide a continuous pool of new recruits	Good	
5. Communicate with staff - Place & Economy Roadshows	Good	
6. Shared Services with PCC	Good	

Action Plans	Responsibility	Target Date
Apprenticeship Schemes	Richard Lumley Andy Preston Emma Fitch Quinton Carroll	30/4/2020
Restructure	Richard Lumley Andy Preston Emma Fitch Quinton Carroll	30/4/2020
Job re-evaluation before restructure		
Shire Hall 2020	Richard Lumley Andy Preston Emma Fitch Quinton Carroll	30/12/2019
Assistant Directors to work with staff towards proposed new ways of working		
Staff Retention	Richard Lumley Andy Preston Emma Fitch Quinton Carroll	30/4/2020
Retain staff utilising HR initiatives		
Talent Management Programme	Richard Lumley Andy Preston Emma Fitch Quinton Carroll	30/4/2020
Develop a Talent Management Programme		

Risk Path: CCC P&E (revised)/Cambridgeshire County Council/Cambridgeshire County Council

Risk Category:

Linked Objective(s):

Risk		03. Safeguarding									
Likelihood	5										
	4										
	3										
	2										
	1										X
		1	2	3	4	5					
Consequence							Risk Owners		Graham Hughes		
							Current Score		5		
							Target Score				
							Previous Score				
							Triggers		Likelihood Factors (Vulnerability)		Potential Consequences
							1. Failure of the Council's arrangements for safeguarding vulnerable children and adults on Council transport 2. Failure of information and data systems 3. System availability due to infrastructure issues (network, Capita One4, Outlook, Phones, Contact Centre) is below SLA levels. 4. Failure of transport services 5. Closure of staff primary work base or inability for staff to access the primary work base				1. Harm to child or adult receiving transport services from the Council 2. Increased risk of harm to Children and Adults (Unable to retrieve or share information with providers) 3. Unable to deliver services 4. Increased risk of harm to Children and Adults 5. Unable to deliver services under SLA's 6. Staff unable to operate front line operations 7. Increased risk of harm to Children and Adults

Controls	Adequacy	Critical Success
01. All contracted staff have to have CCC cleared DBS under Child and Adult Work Force	Good	
02. Multi Agency Safeguarding investigations supporting investigations and decision making	Good	
03. Regular monitoring of transport providers	Good	
04. Coordinated work between Police, County Council and other agencies to identify child sexual exploitation	Good	
05. Contracted driver and passenger transport awareness training	Good	
06. Individual Services Business Continuity Plans	Good	

Action Plans	Responsibility	Target Date
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07. Backup systems for mobile working	Good	
08. Access paper records with supplier contact details to enact emergency procedures for temporary contract replacement	Good	
09. Supplier monitoring, including the penalty points system for any breaches of contract	Good	
10. Maintaining awareness of possible warning signs in other supplier behaviour, such as suppliers requiring shorter payment terms or chasing frequently for payment	Good	
11. Intelligence directly from suppliers, their drivers, and/or customers	Good	
12. Partnership working with District Councils and the DVSA in their capacity as licensing agencies	Good	
13. Emergency cover arrangements and processes	Good	
14. Staff equipped with laptops and able to work remotely	Good	
15. Cambridgeshire Outdoors adheres to Health and Safety guidelines - Critical incident management plans in place. Possession of accreditations (AHOEC GOLD, CIOTC, AALS etc) provide independent assessment of H and S and operational procedures.	Good	

16. Comprehensive and robust safeguarding training, development opportunities, and supervisions for staff to instil and monitor safeguarding practice	Good	
17. Whistleblowing policy, robust Local Authority Designated Officer arrangements, complaints process, all of which inform practice	Good	
18. Stringent risk assessment procedures in place. Appropriate recruitment and induction processes, followed by close staff monitoring, observation and review.	Good	

Risk Path: CCC P&E (revised)/Cambridgeshire County Council/Cambridgeshire County Council

Risk Category:

Linked Objective(s):
