

**Report to:** Audit Committee  
**Date of meeting:** 13 January 2010  
**Report of:** Corporate Risk Manager  
**Title:** Six Month Report (June/December)

1.0 **SUMMARY**

This report covers the significant risk management issues for the period stated. It should be noted that this post is only 2 days a week as the post is shared with Hertsmere Borough Council.

2.0 **RECOMMENDATIONS**

2.1 That the contents of the this report be noted.

**Contact Officer:**

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**Report approved by:** Bernard Clarke, Head of Strategic Finance

3.0 **DETAILED PROPOSAL**

3.1 Members are invited to discuss the contents of the Corporate Risk Manager's report.

3.2 **Business Continuity Planning.**

A training exercise was undertaken to test the business continuity plans in place against the risk of severe staff shortage due to swine flu. This exercise had representation from each of the council services. The communication across services proved to be of great value in re-assessing dependencies and priorities, and building resilience.

Each service was provided with the key learning points arising from this exercise.

Heads of Service have been advised to incorporate the lessons learned from this exercise.

**Training and Awareness**

A staff survey was conducted to assess attitudes to risk management within WBC. A 65% response was achieved.

The key finding was that there is a great need for awareness and training. This is being addressed by the following:

An e-learning training tool has been developed by the CRM for use in WBC. This will be made available to new staff joining WBC as part of their induction training. The module takes about 20 minutes to complete and provides an outline of the risk management process, the strategy and roles and responsibilities of staff in WBC.

It will also be made available to existing staff and Heads of Service will be requested to ensure that staff complete the training.

Lunch and learn sessions are planned for February.

**Training of members**

A presentation has been developed and will be presented to members prior to Audit Committee meetings or as required.

**Risk Registers**

The Corporate Risk Register has been updated to include the risks of:

- Climate change
- Failure to put in place financial protections such a bond, against contractor insolvency

## **Service Risk Registers**

A review of these was conducted and work undertaken to bring them upto date. Most are now up to date. The exceptions relate to areas which are subject to a great deal of organisational change.

## **Partnership working**

A new section on the intranet was created and it's existence communicated to lead officers.

A risk management section is included in the partnership framework.

A general risk management awareness presentation has also been provided to lead officers.

Offers to facilitate a risk management workshop have been made.

## **Wigganhall Depot**

Some issues around compliance with the Freight Transport Association's licensing requirements were raised with the Senior Manager and his team.

There was concern that the council's operator's licence could be at risk. The senior manager has subsequently confirmed that the licence is not at risk.

## **Fireworks Event**

A detailed (32 pages) risk assessment was prepared in relation to the fireworks event at Cassiobury Park.

## **Location of File Servers**

A physical risk survey was conducted at Apsley and the findings passed to BIS. Risks from fire, flood and potential breaches of security were flagged.

### **4.0 IMPLICATIONS**

#### **4.1 Financial**

4.1.1 The Head of Strategic Finance comments that there are no immediate implications arising from this report.

#### **4.2 Legal Issues (Monitoring Officer)**

The Head of Legal and Property Services comments that there are no specific implications in this report

4.2.1

4.3 **Potential Risks**

4.3.1

<b>Potential Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Overall score</b>
The most significant potential risk relates to the possibility that management and staff do not use risk management procedures and guidance in conducting their business.	2	3	6

Background Papers

The following background papers were used in the preparation of this report. If you wish to inspect or take copies of the background papers, please contact the officer named on the front page of the report:

Risk Managers Reports to the Risk Management Group

File Reference

None.