

ITEM 14 APPENDIX 1

Report to: Audit Committee
Date of meeting: 16 March 2011
Report of: Corporate Risk Manager
Title: Quarterly Update

1.0 **SUMMARY**

This report covers significant risk management issues for the Committee's consideration.

2.0 **RECOMMENDATIONS**

2.1 That the contents of the this report be noted.

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 on 16th December to test both the business continuity plans and the Emergency Planning response to a major incident. The scenario was that a fire had broken out in a vehicle in the Town Hall car park. The vehicle was carrying acetylene cylinders. A 200 M cordon was imposed which shut off access to the Town Hall offices. Later in the exercise the acetylene cylinders exploded causing severe damage in the immediate area, cutting a telecoms cable which runs along side the customer service side of the building. Windows were blown out on 30 houses.

This exercise had representation from almost all of the council services including the Managing Director and Leadership Team. Two teams were established, an Incident Management Team and a Business Continuity team. Each service was asked to establish initial priorities and then re-visit them according to changing circumstances.

Heads of Service have been advised to incorporate the lessons learned from this exercise and to update and revise their Business Continuity plans accordingly.

A detailed report has been considered by the officer Risk Management Group.

Training and Awareness

The e-learning training tool which was developed by the Corporate Risk Manager for use in WBC, is now available on the intranet and has been published on the Learning Pool network for sharing with other authorities.

4 Workshops were run in February and March 2010. Approximately 40 members of staff attended the workshops and most of the services were represented. The workshop consisted of a presentation which was given outlining the objectives of Corporate Risk Management, the formal structures in place, the risk management process and what this means in practice. Examples of how not to do risk management were included from both the private and public sectors. Staff answered a questionnaire based on the presentation material, to test their understanding. Most achieved over 50% and a few staff scored 90%. This was followed by a risk assessment exercise using an everyday scenario to cover identification, assessment, likelihood and severity and action planning. Another group exercise covering a team activity, the count of rough sleepers was also facilitated covering the risks and the planning and resource needed to manage them.

Further training has been run on 24th February 2011 for the extended GMT of the Community Services team.

Training of members

A presentation has been developed and was presented to members prior to the 13th January 2010 Audit Committee meeting. This needs to be repeated during 2011.

Risk Registers

There has been discussion around the formats of the risk registers at the Risk Management Group meeting. A completely revised Corporate Risk Register has been developed. This looks at the key objectives of the Council and the risks against achieving these. This uses a new spreadsheet model which has been introduced into WBC and represents best practice. This document is dynamic and will form part of the overarching management of the Council.

It is intended that Leadership approve this during April and that the Audit Committee consider it at its June meeting.

Service Risk Registers

This is an area of management activity which needs improvement. Some services are quite pro-active about maintaining them and others less so. The exceptions relate to areas which are subject to a great deal of organisational change.

Risk Management Strategy

A draft revised strategy has been circulated to Heads of Service for comment and has been reviewed at the Risk Management Group meeting.

The revised strategy will go to the Leadership team and the Audit Committee for approval.

Dedicated Professional Resource

Due to the necessity for savings, the current 2 day a week resource shared with another authority has been cut. Risk Management will in future be managed by the Head of Strategic Finance.