

Committee Name and Date of Committee Meeting

Audit Committee – 26 November 2019

Report Title

Risk Management Policy and Guide Refresh 2019

Is this a Key Decision and has it been included on the Forward Plan?

No

Strategic Director Approving Submission of the Report

Shokat Lal, Assistant Chief Executive

Report Author(s)

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Ward(s) Affected

Borough-Wide

Report Summary

The Council introduced a completely revised Risk Policy and Guide in late 2015 which was approved by the Audit Committee on 24th November 2015. The Policy and Guide has been received and refreshed annually since then and was last considered by the Committee on 27th November 2019.

The changes to the Policy and Guide this year are minimal. This is because the Council's Risk Management processes have been working effectively and it is the view of the Risk Champions group that implementing significant change at this point would be unnecessarily disruptive to the development of risk management in the Council. Last year's refresh was more extensive and included removal of references to the Commissioners, changes to numbering conventions and an adaptation of the format of our Risk Registers.

In the course of the coming year, work will be commenced on an adaptation to the style of the risk registers to reflect lessons learned since the adoption of the "word based" version last year.

Recommendation

- 1. The Audit Committee is asked to note and approve the attached reviewed Risk Management Policy and Guide.**

List of Appendices Included

Appendix 1 – Revised Risk Management Policy and Guide

Background Papers

Report to Audit Committee; 29th November 2018 (Risk Management Policy and Guide Refresh)

Report to Audit Committee; 29th January 2019 (Corporate Strategic Risk Register)

Report to Audit Committee: 30th July 2019 (Corporate Strategic Risk Register)

Consideration by any other Council Committee, Scrutiny or Advisory Panel

See above. This paper is not intended to be circulated to other Council Committees or Panels.

Council Approval Required

No

Exempt from the Press and Public

No

1. Background

1.1 The Council's ongoing risk and assurance aims are:

- To provide Members and Senior Officers an understanding of the key risks facing the Council and its community, and to show how these risks are being effectively mitigated.
- To implement and maintain a fluid process for business as usual management of risks relevant to our objectives, outcomes, services and assets.
- To align reporting mechanisms for finance, risk, audit and performance providing members and senior officers triangulated risk and assurance profiles.
- To continue to meet the requirements of our external auditor and compliance providers.

1.2 This short report aims to inform the Committee of the results of a review and refresh of the Council's risk Management Policy and Guide.

2. Risk Management Policy and Guide Refresh

2.1 The Council introduced a completely revised Risk Policy and Guide in late 2015 which was approved by the Audit Committee on 24th November 2015. The Policy and Guide has been reviewed and refreshed annually since then and was last considered by the Committee on 27th November 2019.

2.2 There have been no significant changes to the Council's overall management and governance arrangements over the past twelve months and the specific risk management processes we operate have remained broadly unchanged. The risk management arrangements have been assessed against ISO31000 by Internal Audit and the three recommendations made have been implemented, none of which impact on the Policy and Guide.

2.3 As a result of the above, there have been no significant changes in either the Risk Management Policy or in the Guide. Any amendments have been limited to the correction of typos and the updating of dates and names. Last year's amendment introduced significant changes including the removal of references to the Corporate Improvement Plan and Commissioners as well as expanding on the role of the Audit Committee in Risk Management to align with the Committee's current Terms of Reference.

- 2.4 Work is continuing to implement the principles contained in the Risk Management Guide and to further embed risk management processes across the Council's operations. As a key part of this process, the Risk Champions group has continued to meet regularly to co-ordinate and drive Risk Management development throughout the Council. For information, the Risk Champions Group consists of:

Directorate	Risk Champion(s)
Children and Young People	Dean Fenton
Adult Care, Housing and Public Health	Jo Hinchcliffe, Paul Elliott, Malcolm Chiddey
Finance and Customer Services	Andrew Shaw
Regeneration and Environment	Liz Kemp
Assistant Chief Executive	Paul Cosgrove

- 2.5 In addition to the work of the Risk Champions group, the main driver behind embedding Risk Management is continued training for staff at Management levels in the Council. A programme of training is in place so that new starters in M2 grades and above are trained in the Council's Risk Management processes. It is a requirement that all new starters at M2 level and above attend the Risk Management training course and up to 70 members of staff attend the course each year. There is also a requirement for all staff, irrespective of their grade, to complete the online Risk Management training module.

- 2.6 The Policy and Guide underpins the Council's approach to risk management and continues to underpin all Risk Management training and Risk Registers, as it has since its introduction in its revised form approval three years ago. The Policy and Guide is available to all staff through the intranet and all managers are referred to it when they complete their risk management training.

- 2.7 The Policy and Guide is attached at Appendix A

3. Options considered and recommended proposal

- 3.1 As this paper only considers the refresh of the Risk Management Policy and Guide, no specific options have been considered.

4. Consultation

- 4.1 The Risk Management Policy and Guide on which this update is based was originally considered by a joint workshop of SLT and Assistant Directors on 15th December 2016. It also reflects includes comments that the Risk Champions Group have raised.

5. Timetable and Accountability for Implementing this Decision

- 5.1 The Corporate Risk Manager will be responsible for ensuring that the revised Risk Management Policy and Strategy are implemented once approved.

6. Financial and Procurement Implications

- 6.1 The Risk Policy and Strategy does not require additional cost at this time. There are no procurement issues. The risks contained in the Council's risk registers require ongoing management action. In some cases additional resources may be necessary to implement the relevant actions or mitigate risks. Any additional costs associated with the risks are reported to Strategic Leadership Team and elected Members for consideration.

7. Legal Implications

- 7.1 There are no direct legal implications arising from our risk management arrangements. Any actions taken by the Council in response to risks identified will take into account any specific legal implications.

8. Human Resources Implications

- 8.1 There are no Human Resources implications associated with this report.

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 Risk Management Arrangements are designed to identify Children and Young People's Services and Adult Services risks where appropriate.

10. Equalities and Human Rights Implications

- 10.1 Proposals for addressing individual risks captured by our arrangements incorporate equalities and human rights considerations where appropriate.

11. Implications for Partners and Other Directorates

- 11.1 With our partners we have developed a joint risk register which covers the work of the Rotherham Together Partnership. This risk register is owned by the Partnership Chief Executive Group and is periodically reviewed by that group.

12. Risks and Mitigation

- 14.1 It is important to review the effectiveness of our approach to capturing, managing and reporting risks on an ongoing basis. This report sets out how the approach to risk management will be developed over the course of the coming year.

13. Accountable Officer:

Simon Dennis (Corporate Risk Manager)

Approvals Obtained from:-

Shokat Lal, (Assistant Chief Executive)

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