

<b>Committee:</b>	<b>Risk Management Steering Group</b>	<b>Agenda Item</b>
<b>Date:</b>	<b>19 January 2009</b>	<b>6</b>
<b>Title:</b>	<b>Review of Committee Report Risk Analysis</b>	
<b>Author:</b>	<b>Cllr Yarwood &amp; Sheila Bronson, Audit Manager, ext 610</b>	Item for decision

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### Summary

- 1 The Committee Reports for Members submitted by Officers include a Risk Analysis to inform Members potential risk implications of the content of a report.

### Recommendations

- 2 The Steering Group review the current Risk Analysis and consider the proposed amendments to it for submission to Performance Select Committee.

### Background Papers

- 3 Committee Reports.

### Impact

Communication/Consultation	There may be ineffective communication and consultation if the Council fails to manage its significant business risks.
Community Safety	There may be implications for the community and its safety if the Council fails to manage its significant business risks.
Equalities	There may be inequalities if the Council fails to manage its significant business risks.
Finance	There may be financial implications if the Council fails to manage its significant business risks.
Human Rights	Human Rights may be infringed if the Council fails to manage its significant business risks.
Legal implications	Litigation may result if the Council fails to manage its significant business risks.

Sustainability	There may be sustainability implications if the Council fails to manage its significant business risks.
Ward-specific impacts	All wards may be affected if the Council fails to manage its significant business risks.
Workforce/Workplace	The Council's workforce may be affected if the Council fails to manage its significant business risks

### Situation

- 4 To allow all councillors and staff to deal with the risks that affect Uttlesford District Council a simple yet robust methodology for the assessment of risk is required.

A standard method of assessing risk was introduced throughout the Council in June 2007 and is used by officers for Corporate and Operational Risk Registers. From this time officers have also been required to assess risks associated with items for submission to Members on committee Reports using the standard scoring method, with an explanation of the how the likelihood and impact have been assessed. However, at present this Risk Analysis is not being adequately completed in many of the reports submitted to Members.

All papers that are submitted to committee need to contain an adequate risk assessment, and that this assessment be simple to understand, with the right risks addressed. Each assessment should include a standard narrative that will aid explanation.

This proposal is a development on the existing arrangements that uses the facilities already held by UDC. The benefits will be:

- More effective assessment of risks across the council;
- Ease of understanding;
- Enable Councillors and Managers deal with the real issues as they arise.

**Risk Analysis**

Risk	Likelihood	Impact	Mitigating actions
<p>The Council fails to manage its significant business risks resulting in criticism and declining performance</p>	<p>1 = Little or no Likelihood The Council is in the process of embedding Risk Management throughout the authority</p>	<p>2 = Some impact – action may be necessary Failure to manage business risk could lead to inability to meet corporate and operational objectives and Adverse audit Commission report and damage to the Authority’s reputation</p>	<p>Risk Management Strategy Risk Management Steering Group Corporate and Operational Risk Registers Performance Select Committee</p>