

TONBRIDGE & MALLING BOROUGH COUNCIL

AUDIT COMMITTEE

06 April 2006

Report of the Director of Finance

Part 1- Public

Matters for Information

1 REVIEW OF OPERATIONAL RISK REGISTERS 2005/06

Summary

This report informs Members of the findings of a review carried out on the Council's Operational Risk Registers.

1.1 Background

1.1.1 The Council has a Risk Management Strategy that is reviewed on an annual basis to ensure that it maintains a high profile within the organisation (see separate report on this agenda). Within this strategy the responsibility for Service Managers to prepare and maintain Risk Registers is set out.

1.1.2 Each Service Manager prepares and maintains a schedule of Operational Risk Registers. These registers are used to identify, assess and address areas of risk associated with the day to day operational activities within each Service. For information purposes a blank register is attached at **[Annex 1]** to this report.

1.1.3 A review of operational risk registers was carried out in July 2005 by Service Managers with the Insurance Officer acting as the co-ordinator. Although the Council does not have a designated Risk Manager the Insurance Officer represents the Council at Risk Management meetings.

1.1.4 The objectives of the review were:

- to ensure that Services were satisfied that their registers addressed the various Objectives identified within their Service performance Plan for 2005/06,
- to ensure that registers were being periodically reviewed and updated within each Service and
- to ensure that consideration had been given to business continuity issues.

In addition, the Risk Management Strategy requires Service Managers to involve staff in the review of risk registers as part of the process to embed risk management within the culture of the Council.

- 1.1.5 The findings of the review were very encouraging. The registers were found to be suitably completed and, in the vast majority of cases, kept up to date. Those registers that were found to be in need of review or amendment were updated by the Service concerned. In a few instances confusion had arisen between 'risks preventing the achievement of an objective' and 'risks arising as a result of not achieving an objective'.

1.2 Legal Implications

- 1.2.1 The Council has a Statutory Duty under the Civil Contingencies Act 2004 to ensure that it is able to maintain services and respond in emergency situations. The provision of Operational Risk Registers is a major factor in the Council being able to fulfil this role.

1.3 Financial and Value for Money Considerations

- 1.3.1 One of the objectives of risk management is to recognise risk and to minimise or transfer it. By carrying out regular risk reviews the Service Managers aim to reduce potential loss arising from risk.

1.4 Risk Assessment

- 1.4.1 By carrying out a regular review of risk registers and sharing risk experience within the organisation the Council is raising the level of risk management awareness and minimising the impact of risk.

Background papers:

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Risk Management Strategy

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