

TONBRIDGE & MALLING BOROUGH COUNCIL

AUDIT COMMITTEE

25 June 2007

Report of the Director of Finance

Part 1- Public

Matters for Information

1 REVIEW OF OPERATIONAL RISK REGISTERS 2006/07

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's Risk Management Strategy is reviewed on an annual basis to ensure that it maintains a high profile within the organisation. 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.
- 1.1.3 The registers were reviewed in 2006/07 by the Council's Insurance Officer and any issues that gave cause for concern were discussed with the relevant manager.
- 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 2006/07
 - 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.
- 1.1.5 The findings of the 2006/07 review were encouraging with the majority of registers being found to be complete and up to date. Again there was some confusion between 'risks preventing the achievement of an objective' and 'risks arising as a result of not achieving an objective'. The intention for the 2007/08 review is for the Insurance Officer to repeat the 2005/06 procedure of meeting with each manager

to discuss their register in more detail. In addition further guidance on the completion of the registers, attached at **ANNEX 1** to this report, has been issued.

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 an emergency situation. 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 potential impact of risk. The completion of such registers is also another means of embedding risk management within the Council.

Background papers: NIL

Nil

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