

## ANNEX 1

### ACTIVITIES / OBJECTIVES SCORED AS HIGH RISK

#### FINANCIAL SERVICES

##### Housing Benefits



**1. Objective: Determine housing benefit entitlement for new claimants, notify claimants of their entitlement and pay benefits.**

**Score: (18) Likelihood - Almost inevitable x Impact - Critical**

**Reason:** This is mainly down to the precarious staffing situation - current and projected - and the fact that Kent Benefits Partnership no longer offers a resilience service.

**Existing Controls:** Disaster Recovery Plan, Replacement of Training/Systems Officer (Aug 2009). Regular monitoring.



**2. Objective: Calculate correct entitlement to benefit.**

**Score: (15) Likelihood = Very likely x Impact = Critical**

**Reason:** As for Item 1.

**Existing Controls:** As for Item 1.

## Council Tax



**3. Objective: Increase the proportion of income due to the Council collected in respect of local taxes.**

**Score: (18) Likelihood = Almost inevitable x Impact = Critical**

**Reason:** The Council will be losing a relatively experienced member of staff because of maternity leave; the backlog of work is at an historically high level; we have a large influx of work because of the Government's rates deferral scheme (and as yet no software to process the deferrals); and the continuing impact of the Gravesham Partnership.

**Existing Controls:** Regular monitoring of the situation, Liaison with neighbouring councils, Promotion of the rate deferral and small business rate relief schemes for businesses, Promotion of the availability of council tax benefit, Encourage the use of debt counselling services, Endeavour to reach mutually agreeable and realistic arrangements with taxpayers for the payment of debts.



**4. Objective: Further improve on the prompt collection of monies due to the Council.**

**Score: (18) Likelihood = Almost inevitable x Impact = Critical**

**Reason:** As for Item 3; plus the impact of the recession on the public's general disposable income means that it is becoming harder to collect monies as promptly as in the past

**Existing Controls:** As for Item 3.

## Treasury Management



**5. Objective: Management of the Council's cash flow, core investments and borrowing in accordance with the Treasury Management Policy and the annual Treasury Management and Investment Strategy such that liabilities and investment income targets are met with the minimum risk to capital.**

**Score: (20)** Likelihood = **Very likely** x Impact = **Catastrophic** (as evidenced by the recent banking weaknesses and collapse of the Icelandic banks to which we were exposed)

**Reason:** Potential failure of Fund Manager, investment counter party or the Council's bankers are the greatest risks, although the achievement of investment income targets can be significantly impacted by volatility in the financial market.

**Existing Controls:** Day to day monitoring of status via market place and the Council's Treasury Adviser. Investments held in Council name in client account held by a custodian.

## PLANNING, TRANSPORTION & LEISURE

### Policy & Conservation



**6. Objective: Enhance the vitality of Tonbridge Town Centre by preparing Town Centre Fund Supplementary Planning Document (SPD).**

**Score: (18) Likelihood = Almost inevitable x Impact = Critical**

**Reason:** This risk has been identified as high because the lack of appropriate adopted guidance could ultimately affect the Council's ability to collect contributions from development in the most effective way. However, the Council has been unable to progress this due to the continuing level of uncertainty at national level on how local authorities should proceed. In the meantime the Council continues to negotiate S 106 agreements effectively based on its existing policies and guidance.

The current market situation has meant a general slowing of the pace of development which has lessened the need for this to be resolved, although it has also had the effect of reducing the margin on developments to the extent that S 106 agreements have become more challenging to negotiate. On that aspect the Council has retained the services of consultant Valuers to advise on the viability issues in relation to development proposals.

**Existing Controls:** Whole issue under review as a result of new proposals to be introduced by Government during 2009 which could obviate the need for this Council to adopt the Supplementary Planning Document but require another approach to be adopted.