

RISK REGISTER**(Report by the Audit & Risk Manager)****1. Purpose**

- 1.1 To inform the Panel of the significant changes that have been made to the risk register in the period September 2008 – February 2009.

2. Amendments

- 2.1 The annexes attached summarise the changes that have been made to the risk register:

Annex A	1 new register entry
Annex B	3 risks deleted
Annex C	7 risks with significantly amended scores or mitigation

- 2.2 All changes to the register are reviewed by the Audit & Risk Manager on a monthly basis. This allows general over-sight and challenge of the risk entries and the inherent and residual scoring.

- 2.3 Annex D summarises all the risks that have an residual risk score of 'Very high'. The full risk register is available from the risk management intranet site.

3. Security Breach

- 3.1 A burglary took place on the evening of 11 February and 15 laptops were stolen. A review of the circumstances of the theft and the consequences for the Council in respect of data loss has been completed. A report has been prepared for the Data Protection User Group, which contains a number of recommendations for improving data, information and building security.

- 3.2 Risk register entry 15 deals with a breach of data security and the loss of data. It is included in Annex D as it has a 'very high' residual score. A new entry to the register (No. 140) has been made with regard to building security. Controls to mitigate this risk are recommended within the report into the incident.

4. Recommendation

- 4.1 It is recommended that the Panel note the changes that have been made to the risk register.

ACCESS TO INFORMATION ACT 1985

Risk Register
Report into Security Breach

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New Risks Identified

No	Risk	Cause & Effect	Inherent Risk	Existing Controls	Residual Risk
Risk Owner: New Accommodation Project Co-ordinator					
140	Loss of Council property including IT equipment containing sensitive personal information.	Headquarters complex buildings perceived as housing high value easily transportable property including laptops and CPUs. Property is targeted by thieves. Loss of property disrupts service delivery, property stolen may contain sensitive personal data and laptops and small digital items will be uninsured unless entry is forced.	Very High	<p>External doors used for access secured by magnetic locks operated by security staff passes. Visitors required to register with Customer Services and be accompanied by a member of staff at point of entry to non-public areas.</p> <p>External doors are physically locked and the remotely monitored intruder alarm is set when the building is unoccupied. Elevations of building not abutting public highway covered by CCTV.</p> <p>All laptops secured by Kensington locks when on desks.</p> <p>A member of Facilities Management will be on site whenever out of hours work is in progress.</p>	High

Risks Deleted

No	Risk
Risk Owner: Head of People, Performance & Partnerships	
99	New staff learning in HR and Payroll may result in delays to some services
Risk Owner: Head of Information Management	
132	New IP Telephony system for Building D may not be in place for initial occupation
133	ICT for New Accommodation not available requiring services to implement Business Continuity Plans

Risks Amended

No	Risk	Inherent Risk	Residual Risk		Reason
			From	To	
Risk Owner: Head of Democratic and Central Services					
42	Decisions that support the Council's budget are not scrutinised robustly enough leading to budgets being set that don't reflect the needs of the whole District.	High	High	Medium	Amendment to residual impact – from High to Medium – due to changes arising from risk assessment model agreed by Panel in December.
45	The procedures for the implementing of licensing activities are not robust, so endangering the safety of the public.	High	High	Medium	Amendment to residual impact – from High to Medium – due to changes arising from risk assessment model agreed by Panel in December.
Risk Owner: Head of Information Management					
25	The Council becomes over reliant upon a limited number of key Information Technology & Systems specialists leading to the loss of information or IT related services when these staff are unavailable.	Very High	High	Medium	Amendment to residual impact – from High to Medium – due to changes arising from risk assessment model agreed by Panel in December.
Risk Owner: Head of Law, Property & Governance					
50	Poor management of Council owned industrial / commercial properties leading to the loss of development opportunities and reducing financial returns.	Medium	Medium	Low	Additional control – GIS introduced.

Risks Amended

No	Risk	Inherent Risk	Residual Risk		Reason
			From	To	
Risk Owner: Leisure Services					
17	A member of the public is seriously injured or killed whilst visiting or using Leisure Centre facilities because the Council has not provided a safe environment or its staff with sufficient and adequate training.	Very High		High	
			High		High
22	Users of the Leisure Centres are put at risk due to the employment of staff who are unsuitable to work with vulnerable people.	Very High		High	
			Medium		Medium
23	The procedures for the management of Special Events organised by the Leisure Centres may not be robust and result in customer complaints.	Very High		Medium	
			High		Low

The inherent risk levels for these three risks have all been amended, following changes to risk management strategy in December.
The new inherent and residual risk levels are shown opposite.

'Very High' Residual Risks

No	Risk
Risk Owner: Chief Officers' Management Team	
1	The Council is not accurate in its assessment of the Govts Council Tax/budget requirement capping level resulting in the Council being capped /setting Council Tax at a figure significantly below the capping level resulting in temp or permanent service reductions
130	Inability to identify sufficient new income or expenditure reductions to achieve spending adjustment targets included in the MTP and Financial Forecast
Risk Owner: Head of Democratic and Central Services	
124	Loss of Land Charges revenue to personal search companies
Risk Owner: Head of People, Performance & Partnerships	
16	A member of the public / Council employee is seriously injured or killed due to the Council not providing its employees with either a safe working environment or sufficient and adequate training with regard to the tasks that it requires to be carried out.
Risk Owner: Head of Information Management	
15	ICT Security is breached causing both the loss of data and a loss of trust in the reliability of the data being held.
58	Information or data is lost leading to an inability to provide an appropriate service, litigation against the Council and a failure to respond to requests for information.
Risk Owner: Head of Planning Services	
104	Delays to the construction of the new A14 may significantly reduce the amount of new development land that becomes available for housing and other developments, leading to a failure to achieve the longer term development/regeneration strategy for Huntingdon and in particular Huntingdon Town Centre, thereby potentially undermining the vitality and viability of the local economy and causing significant problems in term of the Councils ability to deliver new housing, commercial and retail developments and to resist inappropriate planning proposals.