

**MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE**

**WEDNESDAY, 20 NOVEMBER 2024**

**ADDITIONAL PAPERS**

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**CORPORATE RISK REGISTER**  
**October 2024**

| Ref               | Risk description   | Inherent Risk |        |            | Risk Response | Risk Owner                 | Residual Risk |        |            |
|-------------------|--|---------------|--------|------------|---------------|----------------------------|---------------|--------|------------|
|                   |  | Likelihood    | Impact | Risk Score |               |                            | Likelihood    | Impact | Risk Score |
| CR1               | <p><b>Safeguarding</b></p> <p><b>Risk</b><br/>Death/serious harm to a vulnerable person receiving a Council service and safeguarding compliance</p> <p><b>Consequence</b><br/>A serious case review arising from death/serious harm to a customers and staff. Reputational damage to Council. Loss of confidence in ability of Council to deliver services. Ensuring compliance with Safeguarding legislation and practise.</p>  | 4             | 3      | 12         | Treat         | Head of Community Services | 3             | 2      | 6          |
| Existing Controls | <ul style="list-style-type: none"> <li>• An identified Corporate Lead: Head of Community Services.</li> <li>• An identified team responsible for Safeguarding (Community Safety) with responsibility embedded into Team Leader role and an officer (Child &amp; Adults at risk Officer).</li> <li>• An agreed Safeguarding Policy refreshed as required.</li> <li>• An identified group of Designated Safeguarding Officers (DSO's).</li> <li>• An annual training programme to ensure new DSOs are well informed and trained.</li> <li>• A quarterly senior management review by the Head of Community Services of all cases to check progress/close cases.</li> <li>• Annual report to CLT and Corporate Scrutiny as required by exception.</li> <li>• A weekly case management review meeting by Environmental Health &amp; Community Safety Team Leader to ensure all cases progressed.</li> <li>• Commitment to raise awareness of the scale and extent of modern slavery in the UK and ensure our contracts and supplies don't contribute to modern day slavery and exploitation.</li> <li>• A computerised system of reporting and managing reports introduced in 2019, ensures constant reminders of new cases, sending alerts at all points in the procedure.</li> <li>• There is now a requirement for suppliers to provide details of their safeguarding policies or agreed to adopt the Council's safeguarding policies as part of the Council's tender process.</li> <li>• Health and Safety Policy</li> <li>• Health and Safety at Work Regulations</li> <li>• Managers within the relevant services have a legal requirement to conduct regular risk assessments.</li> <li>• Staff induction training.</li> <li>• Annual reminders to complete/update health and safety risk assessments</li> </ul> |               |        |            |               |                            |               |        |            |

**CORPORATE RISK REGISTER**  
**October 2024**

|                                  |   |                     |         |
|----------------------------------|---|---------------------|---------|
|                                  | <ul style="list-style-type: none"> <li>• <u>Review of the referral process for safeguarding referrals has been implemented</u></li> <li>• <u>Review of the performance indicators for the safeguarding referral service has been implemented</u></li> </ul>                     |                     |         |
| Planned mitigating actions       | <ul style="list-style-type: none"> <li>• <del>Review the referral process for safeguarding referrals—This is now being implemented</del></li> <li>• <del>Review the performance indicators for the safeguarding referral service—This is now being implemented</del></li> </ul> | Delivery timescales | Ongoing |
| Comments and progress on actions | Stable  |                     |         |

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**CORPORATE RISK REGISTER**  
**October 2024**

| Ref               | Risk description   | Inherent Risk |        |            | Risk Response | Risk Owner      | Residual Risk |        |            |
|-------------------|--|---------------|--------|------------|---------------|-----------------|---------------|--------|------------|
|                   |  | Likelihood    | Impact | Risk score |               |                 | Likelihood    | Impact | Risk score |
| CR2               | <p><b>Management of Council finances</b></p> <p><b>Risk</b><br/>Reduced funding from Government. Increased demand for services, coupled with high inflation and pay awards has led to a funding gap over the medium term. <u>Government plans reduction in business rates share to the Council. Changes to the local authority financial settlement. Economic downturn / recession. Commercial opportunities not progressed. Changing rent policies. The new Food Waste collections to be introduced in 2025/26 has a risk of insufficient revenue funding from Government being provided.</u></p> <p><b>Consequence</b><br/>Possible cessation of services or reduction of services provided.<br/>Central government intervention and special measures if Council issues a S114 notice.<br/>Inability to deliver Council Delivery Plan as resources are restrained.<br/><u>Potential staff redundancies.</u><br/><u>Funding of external groups is withdrawn.</u><br/><u>Potential breach of statutory duties/ability to deliver objectives compromised.</u></p> | 4             | 2      | 8          | Treat         | Head of Finance | 4             | 1      | 4          |
| Existing Controls | <ul style="list-style-type: none"> <li>Regular financial reporting to CLT and quarterly to Cabinet.</li> <li>Financial Regulations form part of the Council's Constitution.</li> <li>Financial planning processes are documented and reviewed regularly.</li> <li>No risky investments.</li> <li>Capital is funded from the Council's business rates growth.</li> <li>Enhanced governance around capital strategy spending, monitored/scrutinised by Capital Strategy Group.</li> <li>Monthly Statutory Officer meeting.</li> </ul>  |               |        |            |               |                 |               |        |            |

**CORPORATE RISK REGISTER**  
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|                                  |  |                              |                                |
|----------------------------------|--|------------------------------|--------------------------------|
| Planned mitigating actions       | <ul style="list-style-type: none"> <li>• Robust level of general fund and earmarked reserves.</li> <li>• External support for technical finance/accounting i.e. Arlingclose (Treasury Management) and PSTax (VAT).</li> <li>• <u>Medium Term Financial Plan in place and is updated as part of the budget setting process.</u></li> <li>• <u>A clear financial strategy was established as part of the budget setting for 2023/24.</u></li> <li>• <u>Head of Finance monitoring of Local Government funding reviews - business rates review not expected until 2026/27 and fair funding review delayed again.</u></li> <li>• <u>Funding advisor engaged.</u></li> <li>• <u>Participation in Business Rates Pooling.</u></li> <li>• <u>Accessing external funding where appropriate.</u></li> <li>• <u>Income collection procedures in Revenues and Benefits Service and Housing sound. Leicestershire Revenues and Benefits Partnership has two trained officers working solely on Council Tax Reduction Scheme Fraud and act as Single Point of Contact for Department of Work and Pensions (DWP) referrals.</u></li> <li>• <u>Capital Strategy to use business rates reserve to fund the capital programme</u></li> <li>• <u>Transformation Programme in train to support the closing of the funding gap.</u></li> <li>• <u>Contingency budget to be created in 2025/26 budget to manage the risk of insufficient ongoing revenue funding for food waste</u></li> <li>• <u>Transformation Delivery Plan has been developed to support the balancing of the budget over the medium-term.</u></li> <li>• <del>Action Plan developed to address financial management weaknesses</del></li> <li>• <del>Unit 4 to be developed to provide timely and accurate budget monitoring for all key stakeholders</del></li> </ul> | Delivery timescales          | <del>May-2025</del> April 2027 |
| Planned mitigating actions       | <ul style="list-style-type: none"> <li>• Compliance with CIPFA and accounting codes in meeting the revised backstop dates to ensure that the closure of the 2024/25 Statement of Accounts aligns with the statutory deadline.</li> <li>• Address internal control weaknesses identified in a range of finance audits</li> <li>• <del>Transformation Delivery Plan to be developed to support the balancing of the budget over the medium-term.</del></li> <li>• <u>Action Plan developed to address financial management weaknesses which is monitored by the Finance Leadership Team</u></li> <li>• <u>Unit 4 to be developed to provide timely and accurate budget monitoring for all key stakeholders</u></li> <li>• <u>MTFP to be further developed to include sensitivity analysis</u></li> </ul>   | Reason for delay in delivery |                                |
| Comments and progress on actions | <p><b>Stable</b></p> <p>Internal audits of financial systems have been completed including accountancy and budget control, creditors, debtors, capital, procurement and treasury management. Actions <del>to be have been</del> developed to address weaknesses. <u>Over 50% of internal audit recommendations from the recent limited assurance reports in respect of finance have now been implemented.</u>, with 25% on track for delivery and the remaining 25% are not yet due for delivery.</p>  |                              |                                |

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Additional interim resource to ensure that the Statement of Accounts and statutory returns are published or completed, moving the Council towards a pre-Covid business as usual operation in meeting its statutory requirements.

Additional third-party resource to address issues identified with the Council's financial system (Unit4) with a focus on budget monitoring activity.

[Budget setting has started earlier than in previous years to explore budget proposals.](#)

CORPORATE RISK REGISTER  
October 2024

| Ref               | Risk description  | Inherent Risk |        |            | Risk Response | Risk Owner        | Residual Risk |        |            |
|-------------------|---|---------------|--------|------------|---------------|-------------------|---------------|--------|------------|
|                   |   | Likelihood    | Impact | Risk score |               |                   | Likelihood    | Impact | Risk score |
| CR3               | <p><b>The employment market provides unsustainable employment base for the needs of the organisation.</b></p> <p><b>Risk</b><br/>The Council has insufficient resources due to being unable to fill vacancies. Failure to horizon scan and interpret future needs in crucial roles. Changes to income or financial climate. Inability to recruit to vacancies/retain staff globally or in specialist areas.</p> <p><b>Consequences</b><br/>The Council is unable to perform its statutory duties and/or deliver the Council Delivery Plan.<br/>The Council's partners are unable to perform duties.<br/>Use of external resources at a significantly higher cost</p>  | 3             | 4      | 12         | Treat         | Head of HR and OD | 3             | 2      | 6          |
| Existing Controls | <ul style="list-style-type: none"> <li>Advance planning to mitigate this risk; the COVID pandemic experience demonstrated <del>our</del> <u>the Council's</u> capability to be able to react and adjust the workforce.</li> <li><del>Recruitment and retention discussed at CLT in February 2024 and a sub-group has been established to consider potential future improvements to inform and update a new People Plan.</del> Non pay benefits improved during the last year to attract and develop the right <del>skills, and skills and</del> promoting existing staff talent through secondments and tailored development programmes. IIP silver award maintained in 2024 and aiming for Gold accreditation in 2025. New focus on apprenticeships development to allow the Council to 'grow our own' and to tackle ageing workforce distribution.</li> <li>Ability to divert resources from other services, bringing in additional resources from other sources (e.g. Agencies, Consultants, Voluntary/ Community sector etc.) would be activated.</li> <li>Market conditions are tested through recruitment processes, some challenges in some specialist areas. Market supplements and other measures are applied as needed where <del>the</del> <u>re</u> are recruitment difficulties in some professional areas.</li> <li>The Council can offer a package of additional benefits to enhance the recruitment offer.</li> </ul> |               |        |            |               |                   |               |        |            |



**CORPORATE RISK REGISTER**  
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|                                  |  |                              |            |
|----------------------------------|--|------------------------------|------------|
|                                  | <ul style="list-style-type: none"> <li>Mitigations in place for variety of staffing related aspects - e.g. mental health awareness, overall wellbeing work etc.</li> <li>The Council has developed innovative partnering relationships with other sectors including the private sector to make posts uniquely attractive.</li> <li>The Council's recruitments processes have been reviewed to make the process easier.</li> </ul>  |                              |            |
| Planned mitigating actions       | <ul style="list-style-type: none"> <li>Constantly reviewing its advertising strategies.</li> <li>Specialist journals and their associated websites are also used depending on the role.</li> <li>Social media is also used for advertising roles.</li> <li>Work is underway at a national and regional <u>and national</u> level <u>working with East Midlands Councils and the Local Government Association</u> to promote the local government sector. <u>National campaign to launch in November.</u></li> <li><u>Recruitment and retention discussed at CLT in February 2024 and a sub-group has been established to consider potential future improvements to inform and update a new People Plan.</u></li> </ul> | Delivery timescales          | April 2025 |
|                                  |  | Reason for delay in delivery |            |
| Comments and progress on actions | <p><b>Stable</b><br/>Report to Corporate Scrutiny Committee on 23 May 2024 setting out the actions being taken to support the recruitment process.</p>   |                              |            |

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**CORPORATE RISK REGISTER**  
**October 2024**

| Ref                        | Risk description  | Inherent Risk |        |                     | Risk Response | Risk Owner                         | Residual Risk |        |            |                              |
|----------------------------|---|---------------|--------|---------------------|---------------|------------------------------------|---------------|--------|------------|------------------------------|
|                            |   | Likelihood    | Impact | Risk score          |               |                                    | Likelihood    | Impact | Risk score |                              |
| CR4                        | <p><b>Personal data breach</b></p> <p><b>Risk</b><br/>Loss or unlawful use of personal data constituting a breach of data protection legislation. Systems not in place to protect sensitive data. Staff are not properly trained in managing information and do not follow internal procedures.</p> <p><b>Consequences</b><br/>Monetary penalties from Information Commissioners Office (ICO), adverse publicity, private litigation and personal criminal liability of officers.</p>   | 4             | 3      | 12                  | Treat         | Head of Legal and Support Services | 2             | 2      | 4          |                              |
| Existing Controls          | <ul style="list-style-type: none"> <li>Policies and procedures are in place and rolled out</li> <li>The Information Governance polices have been reviewed and brought together under an Information Governance Framework <u>which was approved by Cabinet in September 2024- This will be considered by A &amp; C in August 2024 and Cabinet in September 2024</u></li> <li>Corporate Governance training is undertaken annually and includes information governance as appropriate to reflect changes in legislation. eLearning module updated and rolled out as mandatory annual training for all staff. Information Governance training delivered to leaders in November 2023.</li> <li>The Council has a dedicated Senior Information Risk Officer (SIRO) and Data Protection Officer (DPO).</li> <li>Quarterly meetings with Information Governance team and SIRO</li> <li>Annual SIRO report considered by Audit and Governance Committee in April 2024 – provided overview of the Council's compliance in relation to regulatory requirements, management of information risk across the Council and work done over the year.</li> </ul> |               |        |                     |               |                                    |               |        |            |                              |
| Planned mitigating actions | <ul style="list-style-type: none"> <li>Information Governance Team to cooperate with the supervisory authority and monitor compliance with Data Protection laws.</li> <li>Updated training to be provided to managers in November 2024.</li> <li>Quarterly meetings with Information Governance team and SIRO to continue</li> <li>Annual SIRO report 2024/25 to be taken to Audit and Governance Committee in April 2025</li> </ul>  |               |        | Delivery timescales | Ongoing       |                                    |               |        |            | Reason for delay in delivery |

**CORPORATE RISK REGISTER**  
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|   |  |  |  |
|---|--|--|--|
|   | <ul style="list-style-type: none"><li>Information Management Policy/Framework will be reviewed in 25/26 alongside other corporate governance policies.</li></ul> |  |  |
| <b>Comments and progress on actions</b> | <b>Stable</b>  |  |  |

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**October 2024**

| Ref                        | Risk description   | Inherent Risk |        |                              | Risk Response | Risk Owner      | Residual Risk |        |            |
|----------------------------|--|---------------|--------|------------------------------|---------------|-----------------|---------------|--------|------------|
|                            |  | Likelihood    | Impact | Risk score                   |               |                 | Likelihood    | Impact | Risk score |
| CR5                        | <p><b>Procurement and management of contracts</b></p> <p><b>Risk</b><br/>Contracts have not been adequately secured and administered. This can lead to a range of issues, including suboptimal terms, potential legal disputes, and financial losses. Legal and procurement teams are not consulted when contractors are engaged. Procurement procedures are not followed. The Council contributes to modern slavery via its contracts and supplies.</p> <p><u>The Council fails to meet the requirements of the Procurement Act 2023.</u></p> <p><b>Consequences</b><br/>Council liable to incur additional costs, contract overrun, litigation and potential health &amp; safety issues as well as service disruptions.</p> <p><u>Failure to meet the requirements of the Procurement Act 2023 may lead to fines, sanctions or other legal actions, as well as reputational damage to the Council.</u></p> | 3             | 3      | 9                            | Treat         | Head of Finance | 2             | 3      | 6          |
| Existing Controls          | <ul style="list-style-type: none"> <li>Oversight board structure in place to oversee major project work and compliance group now in place to oversee these elements of contracted work.</li> <li>Corporate procurement support and legal team to support where necessary on contract management.</li> <li>Review of procurement compliance undertaken leading to enhanced contract register and updated strategy</li> <li>Recasting procurement functions activity, processes and focus of training and education for staff in 2023. Training delivered in November 2023.</li> <li><u>Third-party support has been procured.</u></li> </ul>  |               |        |                              |               |                 |               |        |            |
| Planned mitigating actions | <ul style="list-style-type: none"> <li>Procurement toolkit to be produced to cover majority of lower value procurements with high value and complex procurements to be supported by specialised function.</li> <li>Contracts register completed and to be published. Register to be regularly reviewed by CLT.</li> <li><del>Joint arrangement with South Derbyshire District Council to share additional procurement expertise/support. To be in place by the end of September 2024.</del></li> </ul>   |               |        | Delivery timescales          | December 2025 |                 |               |        |            |
|                            |  |               |        | Reason for delay in delivery |               |                 |               |        |            |

**CORPORATE RISK REGISTER**  
**October 2024**

|                                  |  |  |                             |
|----------------------------------|--|--|-----------------------------|
|                                  | <ul style="list-style-type: none"> <li>• <u>Implement wider procurement response outside of financial to determine the competency of a contractor to undertake work – Health and Safety (H&amp;S) competency, training, quality, environmental etc</u></li> <li>• <u>Ensure all staff involved in procurement are well-trained and fully understand the requirements of the Procurement Act 2023. Review and amend relevant policies. Support to be provided from additional third-party in respect of training, policies and strategy development. Task and finish group established to ensure meeting requirements of the Act.</u></li> <li>• <u>Training to be provided as part of the annual corporate governance training in November 2024</u></li> </ul> |  | Formatted: Font color: Auto |
| Comments and progress on actions | Stable   |  |                             |

CORPORATE RISK REGISTER  
October 2024

| Ref                        | Risk description   | Inherent Risk |        |                              | Risk Response | Risk Owner   | Residual Risk |        |            |
|----------------------------|--|---------------|--------|------------------------------|---------------|--|---------------|--------|------------|
|                            |  | Likelihood    | Impact | Risk score                   |               |  | Likelihood    | Impact | Risk score |
| CR6                        | <p><b>Emergency response</b></p> <p><b>Risk</b><br/>Failure to respond to an emergency event in an appropriate manner. Lack of planning, training and exercising of Emergency plans.</p> <p><b>Consequences</b><br/>General public at risk of harm or unable to access relevant services (e.g. emergency accommodation or rest centre).</p>  | 4             | 4      | 16                           | Treat         | Head of Human Resources and Organisation Development | 4             | 2      | 8          |
| Existing Controls          | <ul style="list-style-type: none"> <li>Business continuity plans <del>are being</del> <u>have been</u> reviewed and updated at Head of Service level as part of the 2024/25 business plans process. LRF and Council emergency plans and arrangements are being constantly <del>updated, and updated and</del> have been used during recent storm flooding events that have affected the district in late 2023 and early 2024. Exercises also take place at regional and national level for a variety of emergency planning scenarios.</li> <li>The LRF partnership arrangement with all Leicestershire and Rutland authorities provides <del>s</del> resilience during civil emergency situations.</li> <li>Business Continuity exercises show the readiness of the Council to deal with emergencies. System of ICO / FLM duty rotas is in place and continued reassessment for ongoing incidents. COVID experience shows capability and ability to perform.</li> <li><u>LRF delivered training to the Corporate Leadership Team in 2024</u></li> <li><u>Senior managers attend LRF training.</u></li> </ul> |               |        |                              |               |  |               |        |            |
| Planned mitigating actions |  |               |        | Delivery timescales          | Ongoing       |  |               |        |            |
|                            |  |               |        | Reason for delay in delivery |               |  |               |        |            |

**CORPORATE RISK REGISTER**  
**October 2024**

|                                  |               |
|----------------------------------|---------------|
| Comments and progress on actions | <b>Stable</b> |
|----------------------------------|---------------|

| Ref               | Risk description   | Inherent Risk |        |            | Risk Response | Risk Owner  | Residual Risk |        |            |
|-------------------|--|---------------|--------|------------|---------------|-------------|---------------|--------|------------|
|                   |  | Likelihood    | Impact | Risk score |               |             | Likelihood    | Impact | Risk score |
| CR7               | <p><b>Cyber-attack</b></p> <p><b>Risk</b><br/>Systems not in place or kept current to deflect any foreseeable cyber-attack, including those attackers using generative AI, which is increasing in the industry. Limited staff awareness of possible threats. Lapse in security awareness and basic processes from a technical AI and human perspective</p> <p><b>Consequences</b><br/>Business as usual" would not be possible. Cost of repelling cyber threat and enhancing security features.</p>  | 4             | 4      | 16         | Treat         | Head of ICT | 23            | 2      | 16         |
| Existing Controls | <ul style="list-style-type: none"> <li>Fully resilient network environment in place with no single points of failure for core systems. Systems which are running on premise have a daily off-site backup regime. In the case of on-premises systems which become unavailable for any reason, services would need to revert to their service BCP's to resume service.</li> <li>Yearly IT security health check and PEN (penetration) testing is carried out, by an Identity Attack Surface Management (IASME) security accredited supplier, with remediation action plan in place to mitigate any risks found. In 2024 the Council had 0 critical, 6 high, 3 medium and 23 Low issues. The five high and medium issues have now been remediated. The Council has also passed our Public Services Network (PSN) accreditation for 24/25.</li> <li>Phishing campaigns run four times a year to test staff security awareness and feedback results to CLT, with improvement plans in place for those who have not passed the test. <del>C</del>Future campaigns will now include members as they were excluded previously.</li> <li>Quarterly Cyber Security awareness training held for staff and new starters, to protect staff at home and in the office.</li> <li>Yearly mandatory information security training conducted for all staff on the Skillsgate training system.</li> <li>New business systems are run in remote fully resilient data centres and existing systems are being progressively migrated to cloud computing centres</li> <li>Diversity of environments used to avoid single point of failure risk, with backups now in the cloud, moving away from tapes.</li> <li>Improved business recovery arrangements have been implemented to minimise recovery time.</li> </ul> |               |        |            |               |             |               |        |            |

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**CORPORATE RISK REGISTER**  
**October 2024**

|                                  |  |                     |                |
|----------------------------------|--|---------------------|----------------|
| Planned mitigating actions       | <ul style="list-style-type: none"> <li>• Accreditation to Cyber Essentials and the Public Services Network.</li> <li>• Latest audit / assessments all confirm secure environment with reasonable assurance. Some formalisations of processes required and review of backups restoration window.</li> <li>• Purchase of external vulnerability scanner now in place. This allows the Council to scan and monitor its external perimeter daily and proactively mitigate issues. Cloud Centre of Excellence (CCOE) latest scan showed 47 medium and 102 Low Vulnerabilities, which the Council is working to mitigate using the tool which it has been purchased.</li> <li>• An annual external IT audit assessed the organisation's IT arrangements in a range of areas against best practice. The outcome of the audit in 2024 was, limited assurance, with two critical recommendations and twelve mediums, The two high recommendations have been resolved, as well as the <u>nine9</u> mediums. <u>Three3</u> remediations are due for completion in December.</li> <li>• The Council has signed up to the Cyber Assessment framework (CAF), which is another cyber assessment carried by Cabinet Office. This has now been completed successfully</li> <li>• Backups are now stored in the cloud as "offline backups", this is for all Council data and Office 365 tenancy</li> <li>• <u>Increase the Active Directory (AD) password complexity from eight characters to 12 characters. This makes it harder for password to be cracked</u></li> <li>• <u>Replacement of firewalls due to End of Life (EOL) hardware</u></li> <li>• <u>Introduce password protection, so that when staff change AD passwords, they are checked against a Microsoft database of known weak passwords. This will prevent the use of insecure and weak password in the Council.</u></li> </ul> |                     |                |
|                                  | <ul style="list-style-type: none"> <li>• <del>Replacement of firewalls due to End of Life (EOL) hardware</del></li> <li>• Need a list of business-critical systems in order of restoration priority, in conjunction with CLT</li> <li>• <del>Increase the AD password complexity from eight characters to 12 characters. This makes it harder for password to be cracked</del></li> <li>• <del>Introduce password protection, so that when staff change AD passwords, they are checked against a Microsoft database of known weak passwords. This will prevent the use of insecure and weak password in the Council.</del></li> <li>• Complete remaining audit recommendations by December 2024</li> </ul>   | Delivery timescales | OngoingOngoing |
| Reason for delay in delivery     |  |                     |                |
| Comments and progress on actions | <p><b>Stable</b><br/>Good progress on keeping staff and the business secure.</p>   |                     |                |

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CORPORATE RISK REGISTER  
October 2024

| Ref               | Risk description   | Inherent Risk |                     |            | Risk Response | Risk Owner            | Residual Risk |        |            |
|-------------------|--|---------------|---------------------|------------|---------------|-----------------------|---------------|--------|------------|
|                   |  | Likelihood    | Impact              | Risk score |               |                       | Likelihood    | Impact | Risk score |
| CR8               | <p><b>Project Management Processes</b></p> <p><b>Risk</b><br/>Projects are poorly managed. Failure of proposed projects could result in failure to achieve overall objectives. Inefficient use / waste of resources.</p> <p><b>Consequences</b><br/>Failure to implement project management techniques. Poor corporate oversight of projects. Inadequate controls on expenditure and poor budget monitoring. Inadequate monitoring of external contracts. Failure to engage project management expertise when required</p>   | 43            | 3                   | 129        | Treat         | Director of Resources | 32            | 2      | 46         |
| Existing Controls | <ul style="list-style-type: none"> <li>Greater use of professional project managers for key projects.</li> <li>Work ongoing to address project methodologies deployed across the Council.</li> <li>Greater use of external / <del>out of subject</del><del>non-subject</del> board members.</li> <li>Board structure covering all major projects in place.</li> <li>Properly convened project teams with PID and project plan in place, including project risk registers. Progress on corporate p rojects scrutinised by CLT. Implementation of contract management framework for outsourced services.</li> <li>Scrutiny of quarterly monitoring reports on capital expenditure.</li> <li>Utilising Internal Audit to conduct audits of individual projects or project management more widely. <del>Use of external resources to be used to support the major projects.</del> Scrutiny of risk registers or project management framework of individual projects by Risk Scrutiny Group.</li> <li>Project management guidance has been developed and published, as well as a suite of templates</li> <li>List of Council-wide projects developed and to be monitored by the Transformation Steering Group.</li> </ul> |               |                     |            |               |                       |               |        |            |
| 17                | A schedule of all projects across the Council has been developed and will be monitored by the Transformation Steering Group  |               | Delivery timescales | April 2025 |               |                       |               |        |            |

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**CORPORATE RISK REGISTER**  
**October 2024**

|                                  |   |                              |
|----------------------------------|---|------------------------------|
| Planned mitigating actions       | <ul style="list-style-type: none"> <li>• Project management training scheduled for some officers in September 2024</li> <li>• E-learning module is being developed</li> </ul> | Reason for delay in delivery |
| Comments and progress on actions | Stable  |                              |

CORPORATE RISK REGISTER  
October 2024

| Ref                     | Risk description   | Inherent Risk |        |            | Risk Response | Risk Owner                         | Residual Risk |        |            |
|-------------------------|--|---------------|--------|------------|---------------|------------------------------------|---------------|--------|------------|
|                         |  | Likelihood    | Impact | Risk score |               |                                    | Likelihood    | Impact | Risk score |
| CR9                     | <p><b>Ultra vires decisions/Local authority failure</b></p> <p><b>Risk</b><br/>Council makes ultra vires (beyond the Council's powers and functions) decisions or those which it does not have the correct permissions to undertake. Staff / Members proceeding without established governance arrangements. Failure to consult with Legal / Monitoring Officer.</p> <p><u>There is greater focus from Government and regulators on the local government sector. There is a risk of an impact of an adverse external assessment on the Council. If this risk materialised it could impact on service delivery, performance levels, governance, reputation and decision-making arrangements. Greater focus on the local government sector from Government and regulators following high profile council 'failures'.</u></p> <p><b>Consequences</b><br/>Potential challenge to decision/litigation against the Council, resulting in increased costs / compensation. <u>Financial, reputational, legal and political damage to the Council. Reputational damage.</u></p> | 4             | 3      | 12         | Treat         | Head of Legal and Support Services | 4             | 1      | 4          |
| Existing Controls<br>19 | <ul style="list-style-type: none"> <li>Constitution reviewed annually – 23/24 review completed, and Constitution approved at Council in Feb 24.</li> <li>Guidance provided to report authors.</li> <li>Legal advice provided to officers and legal implications considered in reports to members as appropriate.</li> <li>Statutory Officer checks take place on reports to Council, Cabinet, Licensing, Planning and Audit and Governance &amp; G Committees</li> <li>Advice provided to members by the MO/Dep MO as needed on matters being considered by Council/Committees.</li> <li>Policies and procedures in place, governance processes are documented and in operation, ongoing assessments and reviews are performed. Completion of the Annual Governance Statement.</li> <li>Corporate governance training on decision making provided in 2023 to CLT/ELT</li> </ul>  |               |        |            |               |                                    |               |        |            |

**CORPORATE RISK REGISTER**  
**October 2024**

|                                  |  |                              |         |
|----------------------------------|--|------------------------------|---------|
|                                  | <ul style="list-style-type: none"> <li><a href="#">The Council has in place a range of controls including financial procedures, governance framework, performance management framework, project management methodology, strategies, controls underpinning its operations, clear communication with staff, Statutory officer meetings and internal audit plan. The Council is aware of the creation of the Office for Local Government and is actively working to understand the implications/requirements for the Council.</a></li> <li><a href="#">"Golden triangle" of Statutory Officers is in place with a regular meeting of Statutory Officers taking place</a></li> <li><a href="#">Recognised in case study by the LGA for having good governance in place</a></li> <li><a href="#">LGA Peer Review completed June 2024</a></li> <li><a href="#">Internal audits of finance functions completed. Finance Leadership Team meet regularly to track recommendations.</a></li> <li><a href="#">Where specific regulatory regimens are in place additional oversight and control implemented – e.g. Housing Improvement Board</a></li> <li><a href="#">The Council has completed the Office for Local Government Best Value Self-Assessment and is performing well against the measures.</a></li> </ul> |                              |         |
| Planned mitigating actions       | <ul style="list-style-type: none"> <li>Annual review of Constitution 2024/25</li> <li>Legal advice provided to officers and legal implications considered in reports to members as appropriate.</li> <li><a href="#">Statutory Officer</a> checks to take place on reports to Council, Cabinet, Licensing, Planning and A and G Committees</li> <li>Guidance provided to report authors</li> <li><a href="#">Corporate Governance Training to be provided to Managers in November 2024</a></li> <li><a href="#">Report authors guide to be refreshed and rolled out for officers</a></li> <li><a href="#">Outcome of LGA Peer Review awaited</a></li> <li><a href="#">Governance training scheduled for November 2024</a></li> </ul>   | Delivery timescales          | Ongoing |
|                                  |  | Reason for delay in delivery |         |
| Comments and progress on actions | <b>Stable</b>  |                              |         |

**CORPORATE RISK REGISTER**  
**October 2024**

| Ref                        | Risk description   | Inherent Risk                |         |            | Risk Response | Risk Owner   | Residual Risk |        |            |
|----------------------------|--|------------------------------|---------|------------|---------------|--|---------------|--------|------------|
|                            |  | Likelihood                   | Impact  | Risk score |               |  | Likelihood    | Impact | Risk score |
| CR10                       | <p><b>Fraud</b></p> <p><b>Risk</b><br/>Council is subject to serious fraud, corruption or theft. Lack of checks and balances within financial regulations. Poor budget / contract management. Poor monitoring of / adherence to financial systems. Changes in working practises causing unintended risk/exposure.</p> <p><b>Consequences</b><br/>Financial, reputational and political damage to Council.</p>  | 4                            | 3       | 12         | Treat         | Head of Finance, Heads of Service and all Team Managers. | 3             | 2      | 6          |
| Existing Controls          | <ul style="list-style-type: none"> <li>A policy framework that includes Anti-Fraud and Corruption Policy, Confidential Reporting (Whistleblowing) Policy and Anti-Money Laundering Policy. Policies refreshed annually. <u>Approved by Cabinet in September 2024 -last update September 2023</u></li> <li>The Internal Audit annual planning process takes into account high risk areas, which considers fraud risks. Fraud risks are considered as part of specific audits with testing designed to detect fraud where possible. The Council is also subject to External Audit. Internal control and governance arrangements such as segregation of duties, schemes of delegation, bank reconciliations of fund movements, and verification processes.</li> <li>Participation and strengthening of involvement in National Fraud Initiative (mandatory)</li> <li>Information on how to report fraud is on the website including relevant links.</li> <li><u>A Fraud module is available on Skillgate and is an annual mandatory module for all staff Staff training, including Induction Training for new starters and annual Corporate Governance Training.</u></li> </ul> |                              |         |            |               |  |               |        |            |
| Planned mitigating actions | <ul style="list-style-type: none"> <li><u>Fraud training to be discussions and promotion of Fraud policies to be included by internal audit when attending team meetings....</u></li> </ul>  | Delivery timescales          | Ongoing |            |               |  |               |        |            |
|                            |  | Reason for delay in delivery |         |            |               |  |               |        |            |

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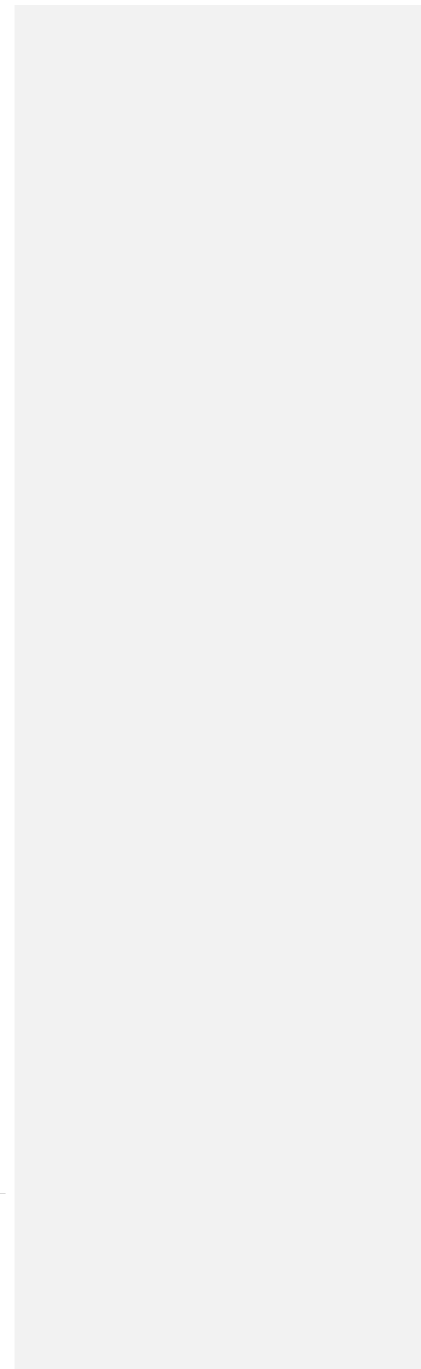
CORPORATE RISK REGISTER  
October 2024

| Comments and progress on actions |   | Stable        |        |            |               |                 |               |        |            |
|----------------------------------|---|---------------|--------|------------|---------------|-----------------|---------------|--------|------------|
| Ref                              | Risk description  | Inherent Risk |        |            | Risk Response | Risk Owner      | Residual Risk |        |            |
|                                  |   | Likelihood    | Impact | Risk score |               |                 | Likelihood    | Impact | Risk score |
| CR11                             | <p><b>Reduced financial funding.</b></p> <p><b>Risk</b><br/>The Council is subject to a reduction in income long term. Government plans reduction in business rates share to the Council. Changes to the local authority financial settlement. Economic downturn / recession. Commercial opportunities not progressed. Changing rent policies. The new Food Waste collections to be introduced in 2025/26 has a risk of insufficient revenue funding from Government being provided.</p> <p><b>Consequences</b><br/>Services are unable to be delivered. Potential staff redundancies. Funding of external groups is withdrawn. Potential breach of statutory duties/ability to deliver objectives compromised.</p> | 4             | 4      | 16         | Treat         | Head of Finance | 2             | 3      | 6          |

**CORPORATE RISK REGISTER**  
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|                                  |  |                     |            |                              |  |
|----------------------------------|--|---------------------|------------|------------------------------|--|
| Existing Controls                | <ul style="list-style-type: none"> <li>• Medium Term Financial Plan in place and is updated as part of the budget setting process.</li> <li>• A clear financial strategy was established as part of the budget setting for 2023/24.</li> <li>• Head of Finance monitoring of Local Government funding reviews — business rates review not expected until 2026/27 and fair funding review delayed again.</li> <li>• Funding advisor engaged.</li> <li>• Economic Development Team promotes business offer.</li> <li>• Participation in Business Rates Pooling.</li> <li>• Accessing external funding where appropriate.</li> <li>• Income collection procedures in Revenues and Benefits Service and Housing sound. Leicestershire Revenues and Benefits Partnership has two trained officers working solely on Council Tax Reduction Scheme Fraud and act as Single Point of Contact for Department of Work and Pensions (DWP) referrals.</li> <li>• Capital Strategy to use business rates reserve to fund the capital programme</li> <li>• Transformation Programme in train to support the closing of the funding gap.</li> <li>• Contingency budget to be created in 2025/26 budget to manage the risk of insufficient ongoing revenue funding for food waste</li> </ul> |                     |            |                              |  |
| Planned mitigating actions       | <ul style="list-style-type: none"> <li>• MTFP to be further developed to include sensitivity analysis</li> </ul> <table border="1" data-bbox="1181 661 1721 787"> <tr> <td data-bbox="1181 661 1329 724">Delivery timescales</td> <td data-bbox="1329 661 1721 724">April 2027</td> </tr> <tr> <td data-bbox="1181 724 1329 787">Reason for delay in delivery</td> <td data-bbox="1329 724 1721 787"></td> </tr> </table>  | Delivery timescales | April 2027 | Reason for delay in delivery |  |
| Delivery timescales              | April 2027   |                     |            |                              |  |
| Reason for delay in delivery     |  |                     |            |                              |  |
| Comments and progress on actions | Stable   |                     |            |                              |  |

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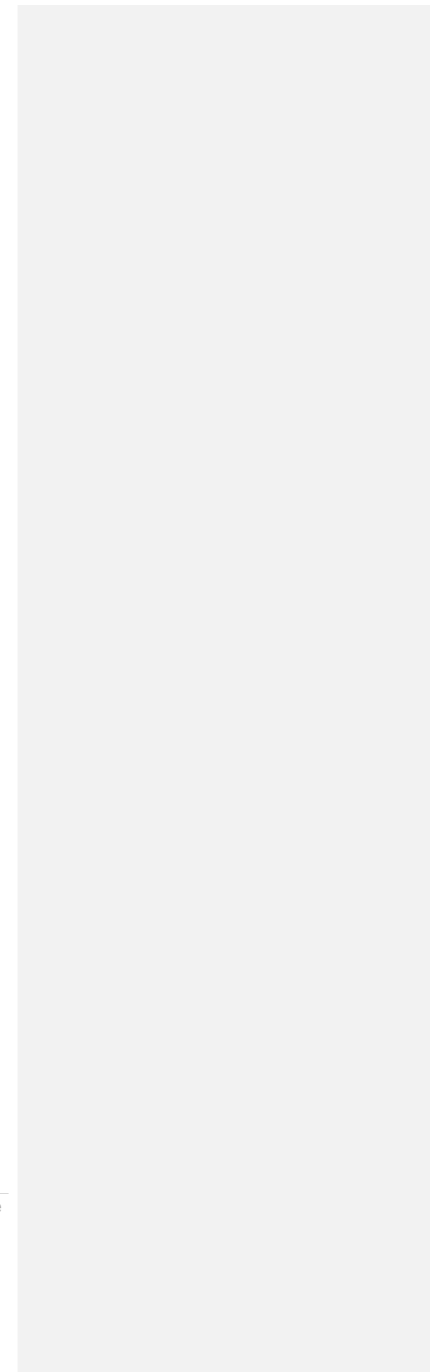
CORPORATE RISK REGISTER  
October 2024

| Ref                              | Risk description   | Inherent Risk |        |                              | Risk Response | Risk Owner      | Residual Risk |        |            |
|----------------------------------|--|---------------|--------|------------------------------|---------------|-----------------|---------------|--------|------------|
|                                  |  | Likelihood    | Impact | Risk score                   |               |                 | Likelihood    | Impact | Risk score |
| CR13                             | <p><b>Political Administration</b></p> <p><b>Risk</b><br/>No overall control of the Council following the May 2023 elections could lead to instability in the decision-making process which could impact adversely on service delivery. The election in May 2023 changed the political make-up of the Council.</p> <p><b>Consequences</b><br/>Financial, reputational and political damage to the Council. Slower decision making.</p>   | 3             | 3      | 9                            | Treat         | Chief Executive | 2             | 3      | 6          |
| Existing Controls                | <ul style="list-style-type: none"> <li>There has been extensive work by officers to work with all Groups to minimise the impact. This work has been supplemented by external engagement with the Local Government Association. The work undertaken to date <del>includes</del> includes regular briefings with all Groups, a member induction programme, a continuing training programme for councillors, clarity on the roles of councillors on each committee and engaging with staff to raise their awareness in dealing with/responding to/working with councillors.</li> <li>The Council has in place a range of controls including financial procedures, governance framework, performance management framework, project management methodology, strategies, controls underpinning its operations, clear communication with staff, Statutory officer meetings and internal audit plan. The Council is aware of the creation of the Office for Local Government and is actively working to understand the implications/requirements for the Council.</li> </ul> |               |        |                              |               |                 |               |        |            |
| Planned mitigating actions       | <ul style="list-style-type: none"> <li>Continued engagement with all groups/members.</li> <li>Advice provided to members on Constitution to enable members to undertake their roles.</li> <li>Continued Statutory Officer meetings</li> <li>Oflog self-assessment</li> </ul>   |               |        | Delivery timescales          | ongoing       |                 |               |        |            |
| Comments and progress on actions | Stable   |               |        | Reason for delay in delivery |               |                 |               |        |            |

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CORPORATE RISK REGISTER  
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| Ref                              | Risk description  | Inherent Risk |                              |            | Risk Response | Risk Owner                 | Residual Risk |        |            |
|----------------------------------|---|---------------|------------------------------|------------|---------------|----------------------------|---------------|--------|------------|
|                                  |   | Likelihood    | Impact                       | Risk score |               |                            | Likelihood    | Impact | Risk score |
| CR15                             | <p><b>Climate Change/Zero Carbon Delivery</b></p> <p><b>Risk</b><br/>Inability to deliver programme due to resource / financial / operational / procedural process. Inability to gain action by partners</p> <p><b>Consequences</b><br/>The failure of the Council to achieve carbon neutrality for its operations by 2030 and carbon neutrality for the District by 2050. This may have long term impacts on both the financial picture of the council and the ability of key service provision in the long term.</p>  | 3             | 4                            | 12         | Treat         | Head of Community Services | 2             | 2      | 4          |
| Existing Controls                | <ul style="list-style-type: none"> <li>Achievement of the carbon reduction ambitions are mainly vested in our Zero Carbon Policy and Roadmap. The Action Plan contains planned and programmed actions and will be reviewed annually. It will quantify the estimated net financial costs and net carbon savings associated with the contents of the Plan. Attaining the targets in the Plan is one of the Corporate Plan Key Performance Indicators. Whilst the action plan has been agreed it does contain several actions where funding has not been committed. The Strategy and Plan have identified the main carbon emissions sources. The Council will be alive to the many and various windfall opportunities for interventions in between the annual Plan revisions where these are considered likely to make significant impacts on reducing emissions. Emerging statute and government policy will exert significant influence over the Council's operations and indirect influence in relation to climate change.</li> </ul> |               |                              |            |               |                            |               |        |            |
| Planned mitigating actions       | <ul style="list-style-type: none"> <li><u>Work is ongoing to understand the costs of zero carbon delivery which in turn will help to understand the risks.</u></li> </ul>   |               | Delivery timescales          | April 2026 |               |                            |               |        |            |
| Comments and progress on actions | Stable  |               | Reason for delay in delivery |            |               |                            |               |        |            |

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**CORPORATE RISK REGISTER**  
**October 2024**

| Ref                                     | Risk description  | Inherent Risk |        |                                     | Risk Response | Risk Owner      | Residual Risk |        |            |
|---|---|---------------|--------|-------------------------------------|---------------|-----------------|---------------|--------|------------|
|   |   | Likelihood    | Impact | Risk score                          |               |                 | Likelihood    | Impact | Risk score |
| CR16                                    | <p><b>Changes in national priorities and legislative change</b></p> <p><b>Risk</b><br/>Changes in national priorities given the new Government elected in July 2024. This could include changes in delivery of statutory services.</p> <p><b>Consequences</b><br/>Council may not have the necessary resources to deliver on key projects. Projects may adversely affect local residents.<br/>Introduction of new statutory duties may change the strategic direction of the Council, entail additional workload for officers, change the way existing services are delivered and increase financial pressures.</p> | 3             | 3      | 9                                   | Treat         | Chief Executive | 2             | 2      | 4          |
| <b>Existing Controls</b>                | <ul style="list-style-type: none"> <li>Briefings to officers on relevant changes</li> <li>Working alongside other stakeholders and partner organisations to keep informed of developments such as the Local Government Association, District Councils Network and Leicestershire Chief Executives Group</li> </ul>  |               |        |                                     |               |                 |               |        |            |
| <b>Planned mitigating actions</b><br>28 | <ul style="list-style-type: none"> <li>Circulation of relevant briefings to key offices on proposed/new legislation</li> <li>Effective business continuity planning</li> <li>Regular updates to Members on developments and potential changes in legislation</li> <li>Coordination and sharing of information with other local authorities through various networks and forums</li> </ul>   |               |        | <b>Delivery timescales</b>          | Ongoing       |                 |               |        |            |
| <b>Comments and progress on actions</b> | <b>New</b>  |               |        | <b>Reason for delay in delivery</b> |               |                 |               |        |            |

CORPORATE RISK REGISTER  
October 2024

| Ref                              | Risk description  | Inherent Risk |        |            | Risk Response                | Risk Owner      | Residual Risk |        |            |
|----------------------------------|---|---------------|--------|------------|------------------------------|-----------------|---------------|--------|------------|
|                                  |   | Likelihood    | Impact | Risk score |                              |                 | Likelihood    | Impact | Risk score |
| CR17                             | <p><b>Housing Landlord Function</b></p> <p><b>Risk</b><br/>That the Council fails to deliver services in compliance with the new regulatory standards and the longer-term arrangements for the service.</p> <p><b>Consequences</b><br/>Loss of control of service provision , loss of function, unlimited fines, reputational and political risk.</p>   | 23            | 4      | 812        | Treat                        | Head of Housing | 2             | 3      | -6         |
| Existing Controls                | <ul style="list-style-type: none"> <li>• <del>Significant</del> <b>Some</b> levels of control over the major areas of compliance exist in general sense – achieved through system control, process and evidenced through auditing processes and self-assessment</li> <li>• <u>Greater burdens to provide assurance that performance management is robust, and intervention taken when performance drops. Assurance the data is correct, timely and is being seen and understood by the appropriate governing body</u></li> <li>• High level of external oversight and reporting to regulatory bodies – including engagement with the same on regular basis</li> <li>• Adherence to policy and improvement of policy in line with new guidance and process from regulator</li> </ul> |               |        |            |                              |                 |               |        |            |
| Planned mitigating actions<br>29 | <ul style="list-style-type: none"> <li>• <u>Housing Improvement Plan in place with oversight from Cabinet, Scrutiny and Housing Improvement Board – this sets out a phased improvement plan to address regulatory change and service change as a whole</u></li> <li>• <u>Requested increased audit appraisals</u></li> <li>• <u>Independent consultancy (Housing Quality Network) invited to work with us and undertake a gap analysis of current performance against meeting rigor of new consumer standards</u></li> </ul>  |               |        |            | Delivery timescales          | April 2026      |               |        |            |
|                                  |   |               |        |            | Reason for delay in delivery |                 |               |        |            |

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Comments and  
progress on  
actions

New

Given the findings of poor assurance on compliance areas across both the Consumer Standards (introduced April 2024) and the safety compliance areas (Fire, Legionella, Electricity, Gas, Asbestos, Lifts) coupled with the ratings awarded so far by the Regulator of Social Housing to Local Authorities (C4 to Newham LBC and majority of other LA inspections graded at C3 "Serious failings and significant improvement needed" a revision to increase risk indicator from 8 to 12 is suggested.

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**CORPORATE RISK REGISTER**  
**October 2024**

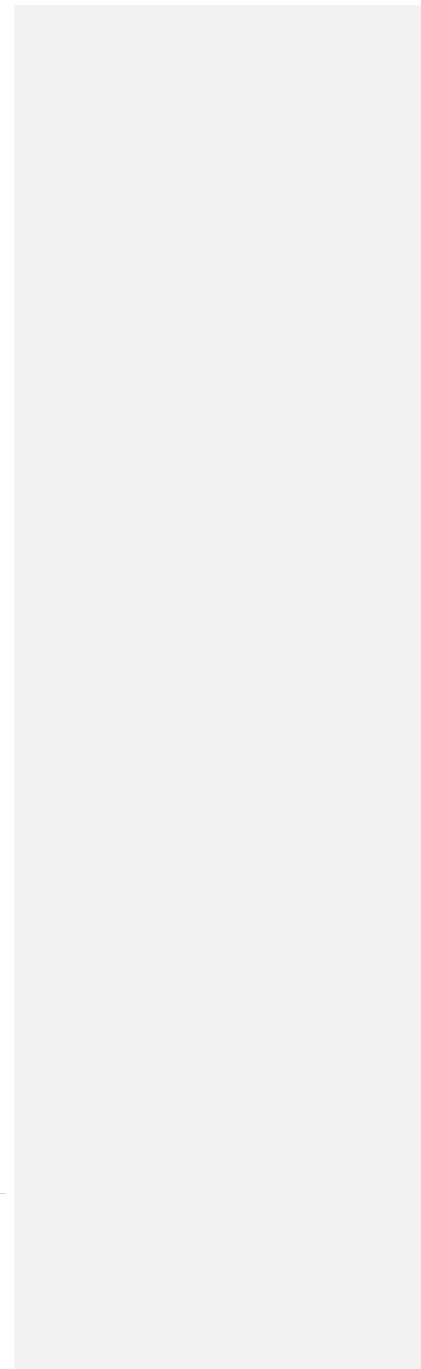
| Ref                              | Risk description   | Inherent Risk       |                              |   | Risk Response | Risk Owner                                | Residual Risk |        |            |
|----------------------------------|--|---------------------|------------------------------|---|---------------|---|---------------|--------|------------|
|                                  |  | Likelihood          | Impact                       | Risk score  |               |   | Likelihood    | Impact | Risk score |
| CR18                             | <p><b>Health and Safety</b></p> <p><b>Risk:</b><br/>The Council fails to comply with health and safety legislation and manage health and safety risks in delivering its services</p> <p><b>Consequences</b><br/>Fatality or serious injury to an employee or member of the public. Breach of legislation may lead to criminal prosecution, imprisonment, fines and reputational damage. Loss of major assets.</p>  | 3                   | 4                            | 12  | Treat         | Head of HR and Organisational Development | 2             | 3      | 6          |
| Existing Controls                | <ul style="list-style-type: none"> <li>Corporate Health and safety policy in place and reviewed annually.</li> <li>Supporting policies, Fire, Legionella, Asbestos in place.</li> <li>Teams undertake risk assessments and record on the SHE Assure system to identify and implement controls to reduce risk.</li> <li>Health and safety training program implemented with further development progressing.</li> <li>Health and safety discussion forms part of regular meetings with CLT, Management Teams, JTUCC and Union safety reps.</li> </ul> |                     |                              |   |               |   |               |        |            |
| Planned mitigating actions       | <ul style="list-style-type: none"> <li>Further development of a H&amp;S management system in line with ISO 45001</li> <li>Introduction of H&amp;S guidance notes and introduction of H&amp;S page as a single point to access H&amp;S information.</li> </ul>  | Delivery timescales |                              | <ul style="list-style-type: none"> <li>April 2026</li> <li>December 2024</li> </ul> |               |   |               |        |            |
| Comments and progress on actions | NewStable  |                     | Reason for delay in delivery |   |               |   |               |        |            |

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**CORPORATE RISK REGISTER**  
**October 2024**

| Ref  | Risk description   | Inherent Risk |        |            | Risk Response | Risk Owner      | Residual Risk |        |            |
|------|--|---------------|--------|------------|---------------|-----------------|---------------|--------|------------|
|      |  | Likelihood    | Impact | Risk score |               |                 | Likelihood    | Impact | Risk score |
| CR19 | <p><b>East Midlands Freoport</b></p> <p><b>Risk</b><br/>While the Freoport aims to provide financial incentives, there are concerns about the long-term sustainability of these benefits.<br/>The establishment of the Freoport involves complex legal frameworks, including compliance with the Subsidy Control Act.<br/>The development associated with the Freoport could lead to significant environmental concerns, such as increased traffic congestion, impacts on local wildlife, and potential flooding risks.<br/>Local communities may have concerns about the changes brought by the Freoport, including potential disruptions and changes to the character of the area.<br/>The influx of businesses and workers may strain existing infrastructure, such as roads and public services.<br/>Economic conditions can change rapidly, and reliance on the Freoport model may expose the council to market fluctuations that could affect investment and job creation.</p> <p><b>Consequences</b><br/>If businesses do not meet growth expectations, the anticipated increase in business rates may not materialise.<br/>Not adhering to subsidy control regulations could expose the Council to legal challenges or financial penalties.<br/>Could lead to opposition from communities that complicates planning and development efforts.</p> | 3             | 4      | 12         | Treat         | Head of Housing | 2             | 3      | 6          |

**CORPORATE RISK REGISTER**  
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|                                  |   |                              |            |
|----------------------------------|---|------------------------------|------------|
| Existing Controls                | <ul style="list-style-type: none"> <li>No detriment agreement has been established to ensure that the Council retains the same level of business rates as it would without the Freeport.</li> <li>Legal expertise has been sources to ensure compliance with the subsidy control act and other regulations</li> <li>Clear governance structures for oversight have been established</li> <li>The Council is represented at Board level</li> <li>Statutory officers and legal representatives are actively involved in meetings. The Section 151 Officer is represented on the Section 151/Finance Sub-Committee</li> <li>Report on the implications of housing need in the district has been drafted</li> <li>As the planning authority, the Council will handle any planning applications related to the Freeport that fall within its jurisdiction</li> </ul> |                              |            |
| Planned mitigating actions       | <ul style="list-style-type: none"> <li></li> </ul>  | Delivery timescales          | April 2026 |
| Comments and progress on actions | New   |                              |            |
|                                  |   | Reason for delay in delivery |            |

**CORPORATE RISK REGISTER**  
**October 2024**

**Assessing the likelihood of exposure**

|                     |  |
|---------------------|--|
| <b>1. Low</b>       | Likely to occur once in every ten years or more  |
| <b>2. Medium</b>    | Likely to occur once in every two to three years |
| <b>3. High</b>      | Likely to occur once a year                      |
| <b>4. Very High</b> | Likely to occur at least twice in a year         |

**Assessing the impact of exposure**

|                  |   |
|------------------|---|
| <b>1. Minor</b>  | <p>Loss of a service for up to one day. Objectives of individuals are not met. No injuries.</p> <p>Financial loss over £1,000 and up to £10,000. No media attention.</p> <p>No breaches in Council working practices. No complaints / litigation.</p>   |
| <b>2. Medium</b> | <p>Loss of a service for up to one week with limited impact on the general public.</p> <p>Service objectives of a service unit are not met.</p> <p>Injury to an employee or member of the public requiring medical treatment.</p> <p>Financial loss over £10,000 and up to £100,000.</p> <p>Adverse regional or local media attention - televised or <del>news paper</del> newspaper report.</p> <p>Potential for a complaint litigation possible. Breaches of regulations / standards.</p> |

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**CORPORATE RISK REGISTER**  
**October 2024**

|                   |  |
|-------------------|--|
| <b>3. Serious</b> | Loss of a critical service for one week or more with significant impact on the general public and partner organisations.<br>Service objectives of the directorate of a critical nature are not met.<br>Non-statutory duties are not achieved.<br>Permanent injury to an employee or member of the public Financial loss over £100,000.<br>Adverse national or regional media attention - national newspaper report.<br>Litigation to be expected.<br>Breaches of law punishable by fine.                           |
| <b>4. Major</b>   | An incident so severe in its effects that a service or project will be unavailable permanently with a major impact on the general public and partner organisations.<br>Strategic priorities of a critical nature are not met. Statutory duties are not achieved.<br>Death of an employee or member of the public. Financial loss over £1m.<br>Adverse national media attention - national televised news report.<br>Litigation almost certain and difficult to defend. Breaches of law punishable by imprisonment. |

**Risk matrix**

|        |   | Likelihood |   |    |    |
|--------|---|------------|---|----|----|
|        |   | 1          | 2 | 3  | 4  |
| Impact | 4 | 4          | 8 | 12 | 16 |
|        | 3 | 3          | 6 | 9  | 12 |
|        | 2 | 2          | 4 | 6  | 8  |
|        | 1 | 1          | 2 | 3  | 4  |

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## CORPORATE RISK REGISTER

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Traditionally in risk management there are four ways to mitigate the risks to the organisation, these being typically referred to as **Treat, Tolerate, Transfer and Terminate** and are known collectively as the "Four Ts".

- **Tolerate** means the risk is known and accepted by the organisation. In such instances the senior management team should formally sign off that this course of action has been taken.
- **Transfer** means the risk mitigation is transferred i.e. it is passed to a third party such as an insurer or an outsourced provider, although it should be noted that responsibility for the risk cannot be transferred or eliminated.
- **Terminate** means we stop the process, activity, etc or stop using the premises, IT system, etc which is at risk and hence the risk is no longer relevant.
- **Treat** means we aim to reduce the likelihood of the threat materialising or else reduce the resultant impact through introducing relevant controls and continuity strategies.

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