

APPENDIX 1

MORAY COUNCIL CORPORATE RISK REGISTER

AS AT <u>JANUARY 2019 MAY 2018</u>



SUMMARY OF PRINCIPAL RISKS

- 1. Political: Political priorities are not achieved; decision making processes are ineffective; partnership working is not optimised.
- 2. Financial: There is a risk of financial failure with demand outstripping available budget. Savings require to be made.
- 3. HR (Staffing): Inability to recruit and retain well qualified or experienced staff, staff unprepared for change, lack of staff engagement, inadequate health and safety arrangements.
- 4. Regulatory: Expected governance standards are unmet. Statutory or regulatory breaches occur. Council is subject to censure.
- 5. Environmental: Impact of climate change and severe weather events; ability to deal with unforeseen emergencies is compromised by inadequate emergency planning and resilience.
- 6 Reputational: Council decisions result in litigation/judicial review; expectations from external inspections are not met; customer pledge standards are not achieved.
- 7. Operational Continuity and Performance: Council unable to deliver services or performance falls below acceptable level for sustained period; ineffective business continuity planning; changes in working practices impact on service delivery.
- 8. IT (Technological): Major disruption in continuity of ICT operations; data security is compromised.

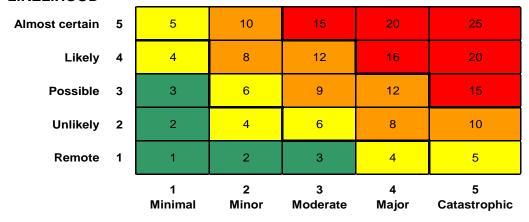


RISK CLASSIFICATION

RISK RATING	LOW	MEDIUM	HIGH	VERY HIGH
RISK MOVEMENT	DECREASE	NO CHANGE	INCREASE	

The process for managing risk is documented separately in the council's risk policy, strategy and guidance notes. The risk rating is calculated by reference to assessed likelihood and impact (on a scale of 1 to 5) for each identified risk. The minimum score (lowest risk) being 1x1=1, the maximum (highest risk) 5x5 =25. Scores of 3 and below are ranked low, green; between 4 and 6 medium, yellow; between 8 and 12 high, amber; and 15 and above very high, red, as per the table below.

LIKELIHOOD



IMPACT



1.

Description of Risk: Political: Political priorities are not achieved; decision making processes are ineffective; partnership working is not optimised. Addressing this risk is central to the future provision of public services in Moray. —As of January 2019 it is expected that wider external political influences will shape the future direction of the council in terms of its ability deliver services either on its own or in including those services delivered in partnership with others. A particular feature around this will be the level of grant funding afforded to the council by Scottish Government which is likely to remain uncertain until the Government itself determines its budget for the incoming year. This brings uncertainty for the council increasing the risk that future service provision is determined in an arbitrary way. Moray Council's need to secure savings is similar to that of most other local authorities in Scotland. The need to support an IJB Recovery plan may also have an impact., and will require the development of, and consultation on, service priorities that are sustainable and deliver agreed outcomes for the citizens of Moray. Inability to do so will increase the risk of government intervention or censure by auditors or other regulators. The fine political balance in the council adds to this risk.

Lead: Council Administration / Chief Executive / Corporate Management Team

Risk Rating: low/medium/high/very high

VERY HIGH
Likelihood 4 x Impact 4 = Score 16
Revise to 5 x 5

Risk Movement: increase/decrease/no change

NO CHANGE

Rationale for Risk Rating:

The likelihood is assessed <u>at the highest level with it being almost inevitable</u> that the council will have to reconsider its political priorities within a reduced funding settlement. This will have consequential impacts involving service reduction and redesign. The focus on corporate and community plans holistically has slowed as the council endeavours to manage short term issues that have required attention on a daily basis. Plans as very high given that while community and corporate plans have been produced there is a significant amount of work to be undertaken to transform services in a manner which is sustainable and acceptable to the various political interests both internal and external to the council are expected to take longer and may be more difficult to achieve. The coalition administration may find political consensus challenging given the sensitivity and difficulty of impending decisions.

Risk Appetite:

There <u>remains</u> is an appetite for the council to be successful in delivering best value services for its citizens against a challenging background of increasing demand and diminishing resources and a need to identify service priorities. <u>However</u>, <u>sS</u>teps are being taken to mitigate this risk through engagement with Scottish Government and other stakeholders <u>have not yet resulted in any mitigation of however</u>



there remains a significant the risk of political instability in the period ahead.

Controls:

Comprehensive elected member induction programme delivered

Ten year strategic plan Moray 2027 (the Local Outcomes Improvement Plan) approved to be delivered jointly by the council and its community planning partners.

First iteration of Council Corporate Plan for 2018-23 prepared Plans emphasise prevention and resilience to reduce partner interventions and aid securing of sustainable outcomes.

Council committee structures support decision making processes.

Suite of Governance Documents in place and regularly updated.

Elected members fully briefed and aware of political uncertainties

Engagement at councillor and officer level with government, COSLA and audit bodies re political challenges facing the council

Moray Economic Strategy 2019-2029 published setting out ambitions

for the wider Moray community and business
Establishment of political group leaders' regular meetings to discuss areas of risk and determine areas of consensus and disagreement, principally on budget issues.

Current performance: A sound framework for political governance is long established and supports the Council's administration in the development and implementation of its stated priorities. However circumstances presenting makes it more challenging to meet expected governance standards. This framework is subject to review each year ahead of the publication of the council's annual governance statement.

Current and Proposed Mitigating Actions:

Council Corporate Plan for 201<u>9</u>8-2023 to be further developed to reflect changes in capacity of the council to deliver the same range of services and to the same quality add depth to priorities and consider alongside financial planning.

Corporate Management Team/Senior Management Team <u>will</u> <u>continue</u> to provide support and advice to elected members on sustainability of any proposals for change.

Monitoring officer to continue statutory role of ensuring legality of decision making processes.

Economic strategy to be refreshed to align Scottish Government and Moray priorities

Consider the impact of the wider influences affecting the council in the development of the annual governance statement for publication with the council's annual accounts for 2018/19.

Comments: Political risks <u>can be are</u>—mitigated to some extent by structures and processes that regulate the workings of the council but are <u>unlikely</u> to <u>remain high in the current economic climate and while uncertainty remains diminish significantly further given the composition of the council and in the current economic climate.</u>



2

Description of Risk: Financial: There is a risk of financial failure with demand outstripping available budget. Savings require to be made. This risk is being requires to be actively managed given that available funding for future years will not be sufficient to allow services to continue to be delivered as at present. This has the potential to impact on all sectors of the community. T and the council will ould be in breach of its statutory obligations if steps are not taken to ensure service delivery is aligned with available funding. Uncertainty makes planning more difficult. There is would also be an impact on services the council delivers jointly with partners as described in the ten year plan. There is a particular risk around the Moray Integration Joint Board (MIJB) budget as the operation delivery of its services and associated budget lie out-with the control of the council but the council is responsible for any overspend (split 40%/60% with NHS Grampian). A significant proportion of the MIJB budget is tied to its workforce and NHS terms and conditions place severe constraints on savings that can be made in this area (i.e. no redundancy and permanent pay protection) The council's contribution to the MIJB services represents 20% of the overall council budget and the lack of control and certainty places additional pressure on other services to enable a balance council budget to be prepared.

Lead: Corporate Management Team/ Senior Management Team/ Head of Financial Services (Section 95 Officer)

Risk Rating: low/medium/high/very high	Rationale for Risk Rating:
	Continuing budget pressures affecting the council and the wider
	public sector.
VERY HIGH	Financial plan recognises the need for budget savings.
Likelihood 5 x Impact 5 = score 25	Short term planning is progressing and significant savings have been
	agreed by the council in advance of the date when the budget must
	be set. However, but considerable work is still needed to secure a
	balanced budget for 2019/20 and beyond on the medium and longer
	terms plans. There are external constraints outwith the council's
	control that will impact considerably on these longer term plans
	Council financial reserves are close to minimum have potential to fall
	below 'safe' levels
Risk Movement: increase/decrease/no change	Rationale for Risk Appetite:
	The council has no risk appetite for financial failure given its statutory
	requirement to manage its resources in a responsible and prudent
NO CHANGE	manner. However it also recognises the significant range of statutory
	services it is required to meet within a finite budget.
Controls:	Current and Proposed Mitigating Actions:
Financial plan in place and updated annually.	Work to develop short, medium and long term financial plans
Financial pressures identified.	continue underway throughwith the Corporate Plan Steering Group.



Balanced budget agreed for 2018/19.

Short term percentage cuts being considered across services to bridge 2019/20 gap.

Financial planning strategy presented to all councillors.

Regular budget monitoring reports maintained

Financial regulations in place and <u>recently updated</u>regularly reviewed.

Asset Management Plan established Working Group

Procurement Policies and Practice

Energy Monitoring.

Internal and External Auditing

Short term percentage cuts being considered across services to bridge 2019/20 gap.

Lobbying Scottish Government and COSLA regarding funding allocations

Work of the 'Transforming the Council' and Programme Boards including the work of external consultants and the Improvement Service to inform further change.

Review of Leisure Services.

<u>Managing</u> ilmplications of Brexit and for reductions in European Funding remains under development.

Asset base requires sustainable rationalisation.

Pursuing Moray Growth Deal type inward investment continues

More Community Engagement/Public Consultations.

Potential for shared services.

Potential for discontinuing services.

Current performance: The financial situation is now critical with the council running out of time to secure a balanced budget for the incoming financial year and limited reserves available to draw upon contained meantime through planned use of reserves. There is wide recognition that a more fundamental review of service priorities and funding is required.

Comments: Financial risk is likely to remain very high for the foreseeable notwithstanding controls in place and planned mitigating actions.



3.

Description of Risk: *Human Resources (People):* Inability to recruit and retain well qualified or experienced staff, staff unprepared for change, lack of staff engagement, inadequate health and safety arrangements. With staff the council's most important resource, there is a need to ensure employees are equipped to embrace change and deliver services in different and innovative ways that as far as possible are sustainable at a time when resources are reducing. There is a particular impact on schools arising from the teacher shortage and difficulty recruiting head teachers. This is having an effect on attainment and inspection outcomes and is likely to be an ongoing impact. Planned staffing reductions in other services will also have a direct impact, both on staff directly affected and on workloads of staff in teams where staff numbers are reduced. Consequential pressures will apply in HR.

Lead: Corporate Director (Corporate Services)	
Risk Rating: low/medium/high/very high	Rationale for Risk Rating:
3 , 3	Difficult to recruit in certain areas including teachers, home carers;
	vehicle technicians, specialist professional posts.
VERY HIGH	Staff turnover leads to loss of expertise and 'corporate memory'.
Likelihood 4 x Impact 3 = Score 12	Inability to meet service demands and secure continuous
Likelihood 5 x Impact 4 = Score 20	improvement
	Staff morale and productivity is adversely affected
Risk Movement: increase/decrease/no change	Rationale for Risk Appetite:
	A skilled and motivated workforce is essential for the delivery of
	council services which meet the needs of local citizens generally and
NO CHANGE	can support the most vulnerable in our communities. The council
RISK INCREASED	views staff as 'its most important resource' which remains the case
	notwithstanding the necessity to reduce the establishment in a
	number of areas.and is committed to making Moray Council an
	attractive employer to work for.
Controls:	Current and Proposed Mitigating Actions:
Corporate Workforce Plan, (reviewed and updated annually) in place	Review of management capacity to ensure it is sufficient to deliver
Leadership Development Programme established	the transformational change programme required to secure financial
Moray Management Methods promote consistency	stability in addition to 'business as usual'.
Employee Review and Development Programmes in place for	Annual Review of Workforce Plan.
teaching and non - teaching staff	Activity to address specific recruitment and retention issues.
Reduced scope of HR activity reported to Policy and Resources	Managing vacancies with regard to available skills
Committee	Continue to develop modular training opportunities for staff
Employee Communications & Engagement Framework (including	Ongoing promotion of health and safety risk assessments and of



Interchange)	zero tolerance approach to safety breaches
Workforce Culture Group	Development of Safety Management Systems.
Health and Work Policy	Review of school estate – fewer schools would enable improved
Health and Safety Policies and Annual Report.	deployment of teaching resources
Absence Management Policy	
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Current performance: The promotion of key staffing policies as described above has strengthened staff engagement and support in recent years; however, inconsistent application across services may be diluting overall impact.	



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Description of Risk: Regulatory: Expected governance standards are unmet. Council is subject to censure.

The council is heavily regulated by statute, by national guidance and through local policy and procedures and, within its systems, has established checks and balances to support delivery of intended outcomes. Nevertheless in the current climate there is a risk that senior staff are diverted from their day to day responsibilities increasing the possibility that regulatory requirements are unmet, with attendant legal and financial implications and increasing the possibility that the council is unable to sustain there is a risk that system failures occur that divert the council from delivery of best value services.

Lead: Corporate Management Team/ Head of Financial Services/ Heads of Service

Risk Rating: low/medium/high/very high	Rationale for Risk Rating:
	Governance arrangements have been developed over many years.
	Systems and processes are subject to on-going review and
VERY HIGH	development within services
Likelihood 4 x Impact 3 = 12	Corporate support and review in relation to performance, audit, and
Likelihood 4 x Impact 4 = Score 16	inspection.
	Change increases the risk of system breakdown and non-
	compliance with regulatory requirements
Risk Movement: increase/decrease/no change	Rationale for Risk Appetite:
	The council takes seriously its responsibility for effective
	management of resources and delivery of services. A robust
NO CHANGE	approach is taken to securing governance arrangements which
RISK INCREASED	include suitable controls to mitigate the risk of regulatory failure.
	,
Controls:	Current and Proposed Mitigating Actions:
Governance statement prepared annually in line with best practice	Governance oversight by Corporate Management Team, Monitoring
guidance.	Officer and audit and scrutiny bodies, in accordance with agreed
Monitoring officer oversees governance processes.	plans where applicable.
Constitutional documents available to direct good governance.	Develop remit of scrutiny function to be fulfilled by the Audit and
Performance monitoring.	Scrutiny Committee
External scrutiny and inspection programme	Pro-active management response to issues raised in inspection
Internal and external audit arrangements	reports.
	Consider governance implications of proposed changes to service
	delivery arrangements e.g. use of Arm's Length External
	Organisations.
	Continued active participation in delivery of joint services with



Current performance: The council considers its current governance arrangements to be fit for purpose however ownership of these arrangements specifically around the development of the annual governance statement needs to be strengthened. While acknowledging that these arrangements need to be reviewed and updated periodically in response to changes in systems, structures and processes in place.

statutory and other partners as appropriate.

Comments: The public sector is highly regulated with legislation and best practice guidance adopted both corporately and within services to ensure openness and accountability for the use of public funds. Established practices are likely to be challenged by change and by expectations of service users increasing the risk rating to Very High leaving the risk rating as High.

5

Description of Risk: Environmental: Impact of climate change and severe weather events; ability to deal with unforeseen emergencies is compromised by inadequate emergency planning and resilience. The council has invested heavily in the delivery of a number of flood alleviation schemes in recent years. These are designed to mitigate the most significant risks under this category of risk and work continues to address climate change issues, to manage energy use and ensure the council is well placed to respond to crisis situations in conjunction with the emergency services and other partners. A reducing workforce in Direct Services will impact on the council's ability to respond to emergency situations in future.

Lead: Corporate Management Team/ Corporate Director (Economic Development, Planning and Infrastructure)

Risk Rating: low/medium/high/very high HIGH_MEDIUM Likelihood 3 x Impact 2 = Score 6 Likelihood 3 x Impact 3 = Score 9	Rationale for Risk Rating: Major flood alleviation schemes completed across Moray Local flood risk management plans approved for Findhorn, Nairn, and Speyside and North East Areas. Moray Development Plan considers climate change issues.
Risk Movement: increase/decrease/no change NO CHANGE RISK INCREASED	Rationale for Risk Appetite: Proportionality is key to the risk appetite such that the development and application of preventative measures mitigates risks to predetermined and agreed levels. recognising that it is neither feasible nor affordable to wholly eliminate every environmental risk that may be faced.
Controls: Local flood risk management plans prepared and approved. Non statutory flood schemes being progressed Council part of North of Scotland Regional Resilience Partnership and Grampian Partnership.	Current and Proposed Mitigating Actions: Update flood risk register as works progress Provide update reports to Council committees on progress Continued liaison with other agencies Continue programme of exercises to test resilience / adequacy of



Emergency planners based in Moray

Emergency response co-ordinators and support staff identified and trained.

Contest – counter terrorism strategy - promoted with staff

Council coordination centre established and operational; crisis communications secured

Rest centre managers recruited, trained and procedures in place Plans for specific emergencies in place e.g. flooding, oil pollution etc.

Current performance: Existing controls and mitigating actions seek to maintain and enhance Moray's reputation as a thriving area and a great place to live.

responses to incidents

Specific programme of works at Portknockie agreed to stabilise recent landslips

Comments: The council recognises its role in promoting policies and applying regulations which contribute to a sustainable environment.

6.

Description of Risk: Reputational: council decisions result in litigation/judicial review; expectations from external inspections are not met; customer pledge standards are not achieved. The council provides services to all sectors of the community and while committed to high service standards, the diversity of service provision and the expectations of the public may increase the risk that the council's reputation could be called into question. This risk generally is considered to be managed through performance management, organisational development, the application of codes of conduct, complaints procedures and similar, however any reduction in services to any individual or group of individuals may justly or otherwise impact on the Council's reputation. The need for significant change in meeting the expectations from external inspections of progress towards improving outcomes for children and young people and the impact of this on the council's financial situation.

Lead: Corporate Management Team/ Heads of Service/Head of Financial Services

Risk Rating: low/medium/high/very high	Rationale for Risk Rating:
VERY HIGH Likelihood 5 x Impact 3 = Score 15	The risk rating has regard to established systems, procedures and controls designed to prevent adverse reputational damage, recognising that at a time of service reduction and curtailment with limited consultation there is a higher the possibility of increased criticism of council services, and the council will be subject to increased scrutiny and inspection during the year across a number of service areas.
Risk Movement: increase/decrease/no change	Rationale for Risk Appetite: The council is committed to continuous improvement in the delivery
NO CHANGE	of services either on its own or with partners. It seeks to deliver these services to agreed performance standards having regard to its equality duty and has set targets for doing so through a customer



Controls:

A suite of policy, strategy financial, regulatory and governance organisational development, project management and performance management measures in place to enable delivery of the services to a standard which mitigates the risk of significant damage to the council's reputation.controls in place

Consultation protocols established <u>and range of consultation and engagement with public and workforce carried out over period of time</u>
Customer charter in place and customer focus strategy developed to

improve citizen engagements and provide a consistent experience across services

Formal complaints procedures in place

Performance management reporting framework in use

Corporate Management Team monitors external inspection processes and outcomes.

Freedom of Information processes

Current performance: Systems and processes in place are designed to enable delivery of services to a standard which mitigates the risk of significant damage to the council's reputation.

charter. However it is accepted that increased reputational damage is a potential consequence of service reduction or cessation.

Current and Proposed Mitigating Actions:

Ongoing review, redesign and implementation of policy, strategy governance, organisational development, project management and performance management.

Develop support for improvement across the three key themes of

- Resources;
- Finances; and
- Attainment.

Regular meetings with officers and inspection agencies to support and challenge progress towards improvement.

Risks to be fully considered in committee reports requiring a decision.

Effectiveness of customer focus strategy to be monitored

Measures forming part of the Performance Management Framework to be reviewed for continuing relevance.

Means of communicating changes impacting service users to be closely monitored

Comments: A range of measures are in place to regulate how the council interacts with citizens and to address any issues where recipients of services are dissatisfied with outcomes.

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7.

Description of Risk: Operational Continuity and Performance: The council is unable to deliver services or performance falls below acceptable levels for a sustained period; ineffective business continuity planning; changes in working practices impact on service delivery. Vulnerable service users are dependent on the timely delivery of many council services and the risk of being unable to do so must be managed. Equally it is recognised that operational continuity and performance may be affected as a consequence of agreed reductions in service delivery and there is a need to carefully align resources available to service delivery standards in areas where services are being reduced

Lead: Corporate Management Team/ Heads of Service

Lead. Corporate Management Team/ neads of Service	
Risk Rating: low/medium/high/very high	Rationale for Risk Rating:
	There are two strands to this risk, firstly the need to ensure that
	business continuity arrangements remain fit for purpose for critical
<u>VERY</u> HIGH	services areas and secondly to ensure that operational continuity and
Likelihood 4 x Impact 3 = 12	performance standards are reviewed and refined where necessary to
<u>Likelihood 4 x Impact 4 =16</u>	reflect changes in service delivery levels.
Risk Movement: increase/decrease/no change	Rationale for Risk Appetite:
	The risk appetite reflects a requirement to sustain delivery of
	statutory services and ensure the needs of the vulnerable service
NO CHANGE	users are met, recognising that reducing or restricting discretionary
	services is likely to affect some sectors of the community and have a
	'knock-on' effect on operational continuity and performance.
Controls:	Current and Proposed Mitigating Actions:
List of critical functions agreed by Corporate Management Team	Update service risk registers and link to business continuity plans.
Business continuity management policy	Business continuity guidance to be refreshed
Business continuity plans in place for key services.	Assess whether business continuity plans rto be reviewed taking into
Organisational Development Team promoting workforce and	account emain fit for purpose given staff changes and service
leadership development	reconfigurations
Performance Management Framework	Ensure clear links between identified risks and service plans are
Communication strategy for informing service users of impending	maintained.
changes to services developed.	Review Performance Management Framework to ensure it aligns
	appropriately to revisions to service provision.communication
	strategy for informing service users of impeding changes to services.
Compart manifestation A manager of manager is in the	Commented Developments and a this sight actions
Current performance: A range of measures is in place to secure	Comments: Developments under this risk category are predicated



operational continuity and performance for current service provision, with it being recognised that these measures may need to be revisited as a consequence of change.

Data breach reporting arrangements

on change with risks around operational continuity and performance dependent on the nature and scale of services delivered in future periods.

Description of Risk: IT (Technological) Major disruption in continuity of ICT operations; data security is compromised.

The threat of cyber-attacks on ICT systems is ever present, and the council has a range of measures in place to limit the risks of data being corrupted or accessed for unauthorised purposes. The risk cannot be eliminated with attacks being nuanced over time and requiring the council to constantly be alert to new threats. Fictitious emails purporting to be genuine are also a risk where attachments containing viruses may be opened unwittingly.

Thay be opened unwittingry.		
Lead: Corporate Management Team/ Acting Corporate Director (Corporate Services)/ Acting Joint Head of HR and ICT Services		
Risk Rating: low/medium/high/very high	Rationale for Risk Rating:	
	While there is presently a high profile relative to cyber security, the	
	ICT service has a suite of controls in place to mitigate known risks	
HIGH	,	
1	and monitors the likely impact of new threats, as such the risk	
Likelihood 3x Impact 3 = 9	remains at the lower end of a 'high' rating.	
Risk Movement: increase/decrease/no change	Rationale for Risk Appetite:	
	Service interruption or data loss has a significant impact on service	
NO CHANGE	delivery and penalties for data protection breaches can run to	
110 0111 1102	hundreds of thousands of pounds. The security and continuity of ICT	
	services is therefore of vital importance and this is reflected in the	
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	range of controls in place	
Controls:	Current and Proposed Mitigating Actions:	
Corporate Information Security Policy.	Monitor resources necessary to maintain PSN accreditation	
Disaster Recovery Plans.	Implement recommendations from Records Management audit	
Senior Information Risk Officer.	Assess control as part of plans for developing digital services	
Annual Public Service Network Accreditation rey securednewed	ICT Action Plan	
annually	Information assurance group meetings continue	
Information Assurance Group	Address the potential impacts arising from the introduction of General	
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Data control enhanced through network controls	Data Protection Regulations coming into force in May 2018	
Main financial system supported in-house	Participation in the Scottish Government Cyber Resilience	
Records Management Policy	Programme	

Current performance: The risks associated with the delivery of IT | Comments: The suite of controls in place reflects the council's



are constantly evolving, and the controls outlined above together with on-going vigilance to address emerging threats supports performance in this area.

commitment to securing data held and used in the effective delivery of modern council services.