# Key Risks (refer to note 1)

No.	Corporate Priorities	Risk	Consequence	Identified Control	Assurance	Likelihood (L)	Impact (I)	Exposure = L x I	Risk Rating	Responsible Officer – Group	Review
1.	Delivering high quality, value for money public services	Business Resilience – Sub-risk  IT resilience  Systems not joined up and connected Strategic Information technology framework not implemented effectively Electronic information storage capacity Lack of top tier response plans	If an event occurs  Customers face delays in service provision  Time to recover power and IT Services could be between 6 & 8 weeks  Loss of information  Service interruption  Loss of productivity  Non compliance with statutory duties - indirectly  Increased cost of resurrecting services ( only partially insurable)  Threat to life - indirectly  Wasted resources & staff duplication in recovery phase  Cost of additional data storage capacity  Impact on service delivery due to potential of a local outbreak affecting staff and the public	Corporate Incident Management Procedures incorporate Business Continuity Training has been delivered to local service plan leaders A corporate service resilience group has been formed and meet periodically Assistant Directors of Resources have been appointed as Departmental contact leads Local Service Plans have been compiled, reviewed and refreshed and quality checked by Emergency Services H & F Bridge Partnership have submitted a Local Service Recovery Plan and has worked with the council to undertake a formal risk assessment Data recovery is insured under the councils corporate insurance package ( but limited ) A threat assessment has been compiled Some ITC service has been moved to East London The Business Continuity (BC) project involves provision of IT BC for approximately 30 First Order applications as	Business Continuity Audit report 2008/09 ( Limited Assurance ) in, ICT Disaster recovery provisions Audit report 2009/10 ( Nil Assurance ) Data storage & back up audit Audit report 2009/10 ( Substantial assurance )  EMT, Audit and Pension Committee	3	4	12	Medium	Jane West ( Insurance & H F Bridge Partnership contract monitoring ) Lyn Carpenter ( Corporate Business Continuity )	Review February 2011

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				identified by H&F. The data will be replicated from the primary data centre at East London to the secondary site at HTH. Additionally, there will be local network switch resilience within HTH; resilience for the infrastructure elements such as profiles, home folders and printing; plus annual tests of parts of the BC solution.  • User acceptance testing of the business continuity arrangements will take place over Jan – Feb 2011  NOTE Please refer to BCP Risk Assessment for highlighted risks and controls							
2.	Delivering high quality, value for money public services	Managing projects  Sub-risks  Projects do not consider enough time to mobilise in the event services are awarded to the private sector  Project implementation is delayed due to protracted discussions regarding pensions transfer  The risk of challenge to contract awards may increase during the harsher economic climate  Large scale high risk high return projects are not led by a qualified or experienced project manager.  Too many projects are undertaken with unrealistic or unachievable targets  Successful delivery of the	Customers needs and expectations are not fully met when projects are delivered Benefits of investment in creating toolkit not realised Threat of overspend on projects Benefits are not fully realised Delays in mobilisation of services through revised contracts	Project Management toolkit Training of Officers has being delivered and is ongoing Transformation Office in Finance & Corporate Services Department acts as a repository for project information and reports to EMT but does not ensure compliance with any toolkit Senior Managers have all been briefed about the Project Toolkit Toolkit is available on desktop PC's Monthly transformation reporting to EMT (dashboard) Competition Board monitor aspects of project management compliance Procedures for TUPE transfer have been included in project management instructions	Corporate Programme & project management audited in 2009 draft report issued ( Limited Assurance )  Competition Board  Audit Commission review of selected contract management scheduled 2010  Internal Audit review of specific	3	3	9	Low	Jane West lead – All Directors	Review February 2011

No.	Corporate Priorities	Risk	Consequence	Identified Control	Assurance	Likelihood (L)	Impact (I)	Exposure = L x I	Risk Rating	Responsible Officer – Group	Review
		World Class Financial Management Programme		Programme and Portfolio governance arrangements are being formalised     Lessons learned report	contracts under 2009/10 Audit Plan and of Use of Consultants ( Nil Assurance ) EMT, Pension and Audit Committee					·	
3.	Delivering	Managing statutory duty				4	3	12	Medium	Geoff Alltimes	Review
	high quality, value for money public services, Providing a top quality education for all, Tackling crime & anti-social behaviour, A cleaner greener borough, Promoting home ownership.	Sub-risks Non-compliance with laws and regulations  Breach of duty of care  Departmental assurances	Non compliance may result in prosecution or a Corporate Manslaughter charge Financial compensation may be claimed Injury or death to a member of the public or employee A breach of information security protocols may result in fines, harm to reputation and personal liability of Directors Inadequate level of service Poor satisfaction with statutory services Potential claims involving failures in Social Care (Stamford House)	Nigel Pallace appointed lead Sponsor on EMT for Health & Safety Pro-active Health, Safety and Welfare culture across the council Contractors are managed within CHAS regime Insurance cover is in place in the event of a claim for breach of duty of care and in respect of financial claims Legislative changes are adopted and reflected in amendment to the council's constitution, budget allocation through MTFS (Now unified business & financial planning process) Training and guidance packages Corporate Safety Committee Briefings for Senior Managers on Corporate Manslaughter have been undertaken Health & Safety week promoted the theme of risk assessment Health & Safety guidelines have been reviewed,	Internal Audit undertook an Audit of this in 2008/09 and a follow up is planned  Health & Safety Internal Audit undertaken 2009/10 demonstrated improvements and substantial assurance  Annual Assurance process  Assurance required that actions are being taken to ensure compliance with the law and regulations  EMT, Audit and						February 2011

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		Corporate Parenting		refreshed and communicated  • Local Safeguarding Childerns Board, Unannounced Safeguarding Inspection, Ofsted , Local and London Child Protection Procedures	Pension Committee					Cloup	
5.	Delivering value for money	Managing budgets  Sub-risks  Austere financial settlement from government is not favourable. The council is seen as a floor authority. Impact of a double dip recession and cascade effect on social budgets * link to revenue forecast Demand led services may occur mid year resulting in unanticipated additional costs HMRC VAT claims regarding partnering activities Grant application is incorrectly calculated Unplanned growth Failure to achieve VFM Accruals & reconciliations Planned savings not implemented Creditworthiness of some contractors may be downgraded as a result of the economic downturn Increase in social welfare services as a result of the economic downturn may impact on projected	Pressure on the authority to manage overspends Departments have to manage cost pressures Pressure to meet target savings and Administrations commitment to cut Council Tax HMRC recover VAT from the council affecting cash flow Repayment of Grants CEDAR 5.1 will no longer be supported by the product supplier	Medium Term Financial Strategy and Business Planning Processes have been combined and is remodelled     MTFS Officer & Member Challenge     Efficiency programme management in place identifying statutory v discretionary services     Leader's monthly monitoring reports     Financial Strategy Board (FSB) periodically evaluates the effectiveness of the financial management arrangements     Partnership activity now includes a VAT trace and has been raised at FSB     Grant Claims & returns record is tracked at FSB     Monthly corporate revenue & capital monitoring to cabinet     Reports to the Leader identify where spend levels exceed a tolerable level during the year     Credit check of contractors is being undertaken through the Competition Board	Annual Audit Letter  Select Committees are given the opportunity to fully scrutinise budgets during January.  Assurance required that complete and accurate accounting records are being maintained *  EMT, Audit and Pension Committee	4	4	16	High	Jane West lead – All Directors	Review February 2011

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		spend. Insufficient budgetary provision and/or budgetary under/overspend * Incomplete/inaccurate accounting records linked to the World Class Financial Management Programme Upgrade of CEDAR Financial System to Version 5.3 from 5.1		Disposal of Assets     CEDAR Planning and preparation work will begin 7 months before the start of the actual implementation, so as to ensure that there is sufficient time to carry out work thoroughly. This timescale also includes slippage time of two months, in case of unforeseen complications.	Cabinet Members Decision report on CEDAR upgrade						
6.	Putting residents first, Setting the framework for a healthy borough	Successful partnerships & Major Contracts Sub-risks  • Area based grant has been clawed back  • Partnering activity with other boroughs and the NHS may blur the lines of responsibility, accountability or liability in the event of service failure  • Plans to remodel the PCT's and delivery of health services through GP's as per the White Paper – Liberating the NHS  • Re-integration of H & F Homes	Joint objectives are not met     Community expectations are not met     Relationship deteriorates     Threat of overspends and underspend	Governance arrangements are in place     Performance monitoring reports reported to Select Cttee's     Area based grant exit strategy is funded short term through contingency / reserves     H & F Bridge Performance Monitoring	H & F Bridge Partnership Assurance process H & F Homes Assurance process PCT are Audited by the Audit Commission Audit of H & F Homes Contract Management undertaken in 2008/09 EMT, Audit and Pension Committee	4	3	12	Medium	Geoff Alltimes	Review February 2011
7.	Delivering value for money	Maintaining reputation and service standards  Sub-risks  • Multiplicity of external forces and initiatives	Threat to the status of the council  Failure to deliver plans & savings.	Combined Business Planning     & MTFS processes     Business Planning is part of     the performance management     competencies     Risk registers have been	Cabinet Ofsted, Care Quality Commission, Annual Audit letter	4	3	12	Medium	All Directors	Review February 2011

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		Breach of Officer or Member code of conduct  Inappropriate Data released  Poor data quality internally or from third parties, breaches of information protocols, information erroneously sent to third parties.  Auto forwarding of information ( Information control and threat of leakage )	Ability to effectively lead and resource the transformation agenda is diminished     Service delivery deteriorates     Potential adverse media reporting      Potential adverse media reporting      Quality and integrity of data held in support of Performance Management & Financial systems leads to under or over estimation	developed for all departments and divisions  Annual review of corporate governance arrangements conducted by Internal Audit  Performance statistics are scrutinised by Select Committee's, EMT & DMT's  Corvu Performance Management System is able to pick up anomalies  Data Quality Training	EMT, Audit and Pension Committee						
8.	Delivering value for money	Managing fraud (Internal & External)  Sub-risks Misappropriation of assets *	Loss of reputation     Financial loss     Adverse regulatory /audit report     Inadequately resourced fraud unit	Literature and training has been delivered to all levels of the authority Information and guidance has been published on the corporate intranet Awareness survey has been undertaken A Corporate Fraud Service has been established Level of fraud is being tracked through FSB Close working relationship is established with the Police	Audit Committee receive quarterly reports on Fraud  Deloitte Fraud Survey 2008  Assurance required that assets are safeguarded  EMT,	2	3	6	Low	Jane West lead – All Directors	Review February 2011

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				Fraud risks being integrated into risk registers     CAFS team now use a risk assessment to assist in targeting and workload prioritisation	Audit and Pension Committee						
9.	Delivering value for money	Right staff not available for this work due to increasing workloads while also downsizing and restructuring.	Potential internal uncertainty re: staff morale     Change consumes more resource than VFM/efficiency gains realise      Uncertainty leads to low staff morale and lower productivity.	Effective communications programme     Staff Survey undertaken in 2009 and follow up actions are being delivered     Career development discussions     Revised sections in Business Planning document inc. Equalities & Diversity and     Smartworking	Staff survey, Corporate Workforce Group  EMT, Audit and Pension Committee	3	3	12	Low	Ellen Lamparter	Review February 2011
10.	Putting residents first	Managing the Business Objectives (publics needs and expectations) Sub-risks	The Public or section of the public may not receive the service that they need or to the quality they expect Reputation of the service may be affected Regeneration of Shepherds Bush Market and Former Library and wider Regen	Robust Business Planning regime revised for 10-12 incorporating fully the Medium Term Financial Strategy     Performance monitoring and feedback through local media     Customer experience and satisfaction surveys	Cabinet Members and Scrutiny Cttee review performance Ofsted, Care Quality Commission	3	3	9	Low	All Directors	Review February 2011
		A successor integrated financial and business planning process is not delivered	Services are delivered in an unplanned way     Services start to do their own thing     Maverick decisions     Inconsistencies in service delivery start to emerge     Lack of transparency     Duplication of effort     Communication of objectives and values is lost     Target and Objective setting is diminshed reducing the effectiveness of the performance management	Organisational Development in conjunction with Deloitte's have undertaken a review of the Business Planning process							

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11.	Delivering value for money	Market Testing of Services ( refer to Competition Board Roadmap )	regime for officers  Increase in threat of legal challenge on contract awards  Officers time away from other projects  Timescale of project is tight  Insufficient numbers of Officers designated to the project  Benefits are not realised  Data Quality ( Accuracy, timeliness of information ) results in variation to original contract spec	Consultation with other boroughs     Project managing the process     Separation or joining of projects to maximise benefit potential     Realistic timetables agreed and reviewed at Competition Board     Market Testing progress report to EMT     Programme & Project Management – Risk Logs being maintained, periodic risk reviews	Competition Board, Transformation Board, EMT, Audit review conducted for Use of Contractors	3	3	9	Low	All Directors	Review February 2011
12.		Scrutiny of Public Health Service	Department of Health is creating a governing body ( Public Health England ) where a joint appointment of a Director with the Council – would be necessary. Currently the appointment is jointly with the NHS trust      Maintaining an audit trail of financial expenditure      Monitoring of financial spend against performance targets to achieve financial credit or top ups      Mayor of London seeks increased responsibility for some Public Health work areas in competition to Local Authorities that could reduce the amount allocated to the Council      Setting up a Health and Wellbeing Board attendees would need to include Councillors and managing their time demands      Three Boroughs merged	Director of Public Health attends Housing, Health and Adult Social Care Select Committee     Dedicated officers implementing the setting up of a Health & Well Being Board     Pilot council before full delivery which is due ( start April 1 <sup>st</sup> 2013)     HM Government Healthy Lives Healthy People Nov 2010     Joint meetings with K & C & Westminster     Officer meetings with Department of Health	EMT	3	3	9	Low	Geoff Alltimes	Review February 2011

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			services may result in functions being delivered to support the new responsibilities jointly  • LBHF currently jointly fund the Director of Public Health post, RBKC don't fund Westminster to jointly fund  • Deprevation statistics could affect the distribution of financial settlement unevenly  • Public Health budgets will be ring fenced however local authorities seek unringfencing of the monies  • Commissioning of services responsibilities for some health inequalities ( healthly eating, smoking cessation, immunisation, screening, air pollution, drugs and alcohol, teengage pregnancy)  • Provision of audit and resilience services i.e. managing environmental hazards and emergency planning								
<b>OPPO</b>	RTUNITY RIS  Delivering	KS Managing Human	1		T	3	3	9	Low	Geoff Alltimes	Review
	high quality, value for money public services	Resources  Sub-risks Integration of services with NHS Hammersmith & Fulham	Key staff retention     HR protocol has been agreed for officers who work with the PCT	HR team has been centralised and self service is being rolled out     Performance reports are provided on staffing to FSB, EMT and are reported to Scrutiny Committees	Business Planning, Corporate Workforce Group					lead — All Directors	July 2010
2.	Delivering high	Merging of education services with Westminster	Savings due to removal of duplication across the	Report to Cabinet 10-01-2011 updated members on progress	Cabinet	2	4	8	Low	Andrew Christie	Review

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		Council	councils	including the establishment of  1.A joint commissioning unit and the establishment of an arm's length delivery unit for education services across the three LAs by September 2012, with an interim merged service in place for the new academic year in September 2011.  2. For the exploration, in the second phase, of possible different models for the delivery of services - options may include market testing or a social enterprise.  3. That agreement be given for the development of shared provision for the Local Children's Safeguarding Board, Fostering and Adoption services and Youth Offending services by September 2011, subject to agreement by WCC and RBKC Councils.  4. With a view to the implementation in line with these timescales, that the Director of Children's Services be authorised to:  i) reach agreement with fellow Directors of Children's Services on reorganisation proposals on a service by service or part service basis, with a view to agreeing the future scope of such services; management							February 2011
				arrangements; the staffing structures for such services; the advisability of harmonising terms and conditions across boroughs; and the implementation of a joint commissioning strategy; ii) consult with affected staff and unions on the basis that any							

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				sharing of services will initially take place by affected staff either being seconded to work with staff at other boroughs or will be transferred to the employment of a host borough depending on the detail of the agreement to be reached with other boroughs on a service by service or part service basis; iii) implement the sharing of the services to agree the terms of any secondment either to or from the Council; to agree any necessary changes to staffing structures; and to authorise any resulting redundancies in accordance with the Council's usual procedures and to do everything necessary to give effect to the above.  5. That it is agreed that the implementation of these proposals and any future proposals in relation to Children's Services be aligned with the requirements and timescales for the wider development of shared services across the three LAs.							
3.	Delivering high quality, value for money public services	Merging of services with Westminster& RB Kensington and Chelsea	Savings due to removal of duplication across the council	Review of corporate and back office functions Review of opportunities with contracts Risk Register compiled and is being presented to the Programme Board	Cabinet	2	4	8	Low	All Directors	February 2011
4.	Delivering high quality, value for money public services	Regeneration of Shepherds Bush Market and former Shepherds Bush Library	Community benefits through improved market area, social housing and use of buildings	Section 106 possible funding and partnering with developer over scheme	Cabinet	2	4	8	Low		February 2011

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5.	Delivering high quality, value for money public services	Re-integration of H & F Homes	Savings due to the removal of duplication in back office functions  There will be some immediate savings of circa £700k that flow from the integration of the ALMO as a result of the deletion of vacant posts, which would otherwise be duplicated in the new structure, and the elimination of agency workers and contractors to whom TUPE does not apply.	Consultation exercise has demonstrated public opinion to re-integrate and a report recommending re-integration presented to Cabinet 10-01-2011	Cabinet	2	4	8	Low	Sioup	February 2011
6.	Delivering high quality, value for money public services	Regeneration of King Street and Civic Offices	The Town Hall extension has come to the end of its life and needs to either be demolished or refurbished. An estimated cost of around £18m in temporarily accommodating staff through a relocation to facilitate repairs  New office accommodation at no cost is being provided in exchange for land  A new modern building is also expected to save around £150,000 in energy costs  Jobs will be created in King Street  A new community-sized supermarket and a range of new restaurants and other retailers, alongside a council 'One Stop Shop', will draw more people down King Street and encourage more investment in the area	Planning Committee and team independence Public consultation The council's advisers, Cushman & Wakefield, ran a competition for development of the existing site – which also includes the council car park on Nigel Playfair Avenue. The competition was based on which scheme delivers the best value for money to the borough's taxpayers, the best opportunity to regenerate this run-down part of King Street and the least disruption to local residents.  Public exhibition  Planning documents are available to view on the council's website  A planning application to redevelop the area around Hammersmith Town Hall was submitted to Hammersmith & Fulham (H&F) Council on Friday (29 October). The application from King Street	Cabinet	3	5	15	Medium		February 2011

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			terminate contracts for various costly leased buildings around the borough savings around £2 million a year.	trigger a new round of consultation as the council, now acting as local planning authority, consults extensively with residents, amenity groups and other interested parties.  Information from local amenity groups has been passed to planning officers. The Leader of the Council has attended a Save or Skyline							
				meeting  The Leader of the Council wrote to prominent amenity societies to make the case for regeneration following concerns from some groups  An independent financial assessment from PricewaterhouseCoopers (PwC) on the viability of the proposals							

Note 1. All key risks have been extracted from( but not limited to) a number of sources for analysis by the Corporate Management Team. The sources include;

- i. Previous Corporate Risk Register
- ii. Benchmarking with other Local Authorities on Identified Risks
- iii. Information identified from Departmental Risk Registers
- iv. Officers Knowledge and experience
- v. The Office of Government Commerce Project Risk Management Handbook
- vi. Procurement exercises
- vii. Significant Weaknesses established from the Annual Assurance process
- viii. Audit Reports
- ix. Knowledge and experience of public sector risks from the Principal Risk Consultant
- x. Data Quality and Integrity
- xi. Programme Management Office monthly report

Note 2. Categorised under the PESTLE methodology as published in the Hammersmith & Fulham Risk Standard. Compliant with Audit Commission/ ALARM/IRM/CIPFA best practice.

#### CORPORATE RISK REGISTER

Residual





