

APPENDIX 3: CORPORATE RISK REGISTER SUMMARY

HIGH RISKS: QUARTERLY REVIEW UPDATE

CRR Ref	Directorate or Service Area	Risk Area	Gross Risk Level (Risk is Likelihood x Impact)	Net Risk Level (Risk is Likelihood x Impact)	Last Review Date	Change in Net Risk Level	Risk Owner
CRR 1-B	Housing/ Finance	Balance of Housing Revenue Account	16 (4x4)	12 (3x4)	CMT Performance Board: 18 June 2024	→	Tony Baden/ Richard Tomkinson
CRR 2	All Directorates	Organisational capacity to deliver	16 (4x4)	12 (4x3)		→	Karl Roberts/ Philippa Dart
CRR 7	All Directorates	Climate Change	16 (4x4)	16 (4x4)		→	Philippa Dart/ Joe Russell-Wells
CRR 10	Growth	Planning Policy & Conservation- Development Plan	12 (3x4)	12 (3x4)		↑	Karl Roberts/ Neil Crowther
CRR 11a	All Directorates	Major Project- Alexandra Theatre	16 (4x4)	16 (4x4)		→	Karl Roberts
CRR 11c	All Directorates	Major Project- Bognor Regis Arcade	12 (3x4)	12 (3x4)		→	Karl Roberts

MEDIUM RISKS: 6- MONTHLY REVIEW UPDATE

CRR1-A	All Directorates	Financial Resilience	12 (3x4)	8 (2x4)	CMT Performance Board: 18 June 2024	→	Tony Baden
CRR 3	All Directorates	Change Management and Transformation	16 (4x4)	9 (3x3)		→	Karl Roberts/ Philippa Dart
CRR 4.1	All Directorates	ICT- Major successful cyber- attack	16 (4x4)	8 (2x4)	CMT Performance Board: 16 April 2024	↓	Jackie Follis
CRR 4.2		ICT- Physical or technical failure	8 (2x4)	6 (2x3)		→	Jackie Follis
CRR 4.4		ICT- Document Management System supplier support	16 (4x4)	8 (4x2)		↓	Jackie Follis
CRR 4.5		ICT- Planning, building control and Land Charges System supplier support	16 (4x4)	8 (4x2)		↓	Jackie Follis
CRR 5	All Directorates	Corporate Business Continuity	12 (3x4)	9 (3x3)	CMT Performance Board: 18 June 2024	→	Philippa Dart/ Joe Russell-Wells
CRR 6	All Directorates	Information Governance and Data Protection	9 (3x3)	4 (2x2)		→	Daniel Bainbridge
CRR 8	All Directorates	Corporate Health and Safety	12 (3x4)	8 (2x4)	CMT Performance Board: 16 April 2024	→	Nat Slade
CRR 9	All Directorates	Equality and Diversity	12 (3x4)	8 (2x4)		→	Jackie Follis
CRR 11b	All Directorates	Major Project- Littlehampton Seafront Project	12 (3x4)	8 (2x4)		→	Philippa Dart
CRR 12	Homelessness	Increased Homelessness	16 (4x4)	9 (3x3)		→	Richard Tomkinson
CRR 13	Housing	Housing Management System Implementation	12 (3x4)	6 (2x3)		→	Richard Tomkinson

CRR 14	Housing Repairs	Compliance Failings	4 (1x4)	4 (1x4)	CMT Performance Board: 18 June 2024	→	Richard Tomkinson
CRR 15	Housing	Ineffective Complaints Management	9 (3x3)	4 (2x2)		→	Richard Tomkinson
CRR 17	Growth (ORR54)	Disabled Facilities Grant	4 (1x4)	4 (1x4)	CMT Performance Board: 16 April 2024	→	Nat Slade
CRR 19	All Directorates	Littlehampton Harbour Board	16 (4x4)	8 (2x4)	ADDITIONAL RISK: 18 June 2024		Nat Slade/Tony Baden/Philippa Dart

CORPORATE RISK REGISTER- ENTRIES REMOVED

CRR Ref	Directorate or Service Area	Risk Area	Gross Risk Level (Risk is Likelihood x Impact)	Net Risk Level (Risk is Likelihood x Impact)	Last Review Date	Change in Net Risk Level	Risk Owner
CRR18	Finance	Housing Benefit Subsidy	12 (3x4)	4 (1x4)	REMOVED November 2023		Tony Baden
CRR 4.3	All Directorates	ICT- Permission to access government systems	12 (4x3)	6 (2x3)	REMOVED 16 April 2024		Jackie Follis
CRR 16	All Directorates	Chief Executive resignation/ vacancy	16 (4x4)	4 (1x4)	REMOVED 18 June 2024		Karl Roberts/ Philippa Dart

APPENDIX 3: CORPORATE RISK REGISTER

Risks that could influence the successful achievement of our long-term core purpose, priorities, and outcomes. These are:

1. Risks that could potentially have a council- wide impact and/ or
2. Risks that cannot be managed solely at a Service Area Level because higher level support or intervention is needed.

CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR1 - B	Finance/Housing	Balance of Housing Revenue Account	Service management and national pressures reduce income and increase costs leading to a potential HRA deficit by end March 2023 to be mitigated by approval of changes in capital financing.	<p>Current financial climate</p> <p>Increase in costs.</p> <p>Significant predicted overspends on planned and responsive repairs contract and Supervision and Management in current year.</p> <p>Increase in cost of Housing ICT/transformation project.</p> <p>Prior years overspends on reactive maintenance.</p>	<p>Without mitigation HRA balance at critical level resulting in potential failure of service.</p> <p>Financial loss to the Council.</p> <p>Increase in enforcement actions.</p> <p>Increase in homelessness.</p>	Tony Baden/ Richard Tomkinson

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
16 (4x4)	<p>Officers have completed their work with a consultant from CIPFA to review the Council’s HRA accounting policies in respect of depreciation, capital accounting and staff recharges. Good progress has been made and proposals are currently being reviewed prior to implementation to ascertain if they comply with the main CIPFA accounting code of practice.</p> <p>Member updates held in September 2023 on HRA finances to ensure transparency.</p> <p>Dedicated post for income recovery. Data analysis undertaken using Mobyssoft to identify cases for next stage recovery action/ more specific intensive recovery action. Regular case reviews undertaken with specialist Housing Officer.</p> <p>Regular monthly training on income recovery for Housing Officers.</p> <p>Budget monitoring.</p> <p>Review of Capitalisation Policy.</p>	12 (3x4)	<p>Further work is currently being undertaken by the Housing and Finance departments to investigate other areas of spend within the HRA where it may be possible to identify savings and efficiencies. It is expected that a written report will be presented to CMT in September 2023.</p> <p style="background-color: yellow;">Introduce service charges where applicable (action for completion in 2024- 25). The current plan for Phase 1 has been agreed: The focus will be on recharging for services we already provide to our tenants and leaseholders and utilising the service charge module in Civica to assist with this from a system perspective. Timeline- estimated 12 months, with a goal of introducing for start of 25/26 financial year.</p> <p style="background-color: yellow;">Review and remodel HRA business plan and workstream realignment. Completion- December 2024.</p> <p style="background-color: yellow;">Note: Actions taken to date are expected to see the HRA reserve balance at around £900k, subject to confirmation of the final 2023/24 out turn and a high- level review of the 2024/25 budget position. This will be reported to CMT in Q2.</p>

Review of Borrowing Strategy.

Contract Management.

Review of Repairs Contract.

Close adherence to rent arrears policy and procedures.

Ensure officers understand the impact of timely intervention.

Staff training.

Debt advice- dedicated officer.

Good communication with tenants.

Specialist IT software.

CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 2	All Directorates	Organisational capacity to deliver.	<p>Lack of resilience in the existing staff structure, so do not have the necessary number of staff with the right skills to deliver services and the Council's priorities.</p> <p>Inability to meet the expectations of service users due to organisational capacity.</p> <p>Inability to attract and retain suitably skilled staff.</p>	<p>Uncompetitive salaries offered for certain positions/ professions.</p> <p>A comprehensive job profiling process that does not recognise external market forces and is resource intensive.</p> <p>Limited scope for career progression can reduce the retention of talented staff.</p> <p>Lack of prioritisation of key workstreams.</p> <p>Impact and potential future impact of the coronavirus pandemic.</p> <p>Skills shortage externally – this is not Arun specific impacting Arun's ability to recruit.</p> <p>Local government – attractiveness/ age profile implications (approx. 60- 70% of staff over 40).</p> <p>Image of Local Government- increased by the media presenting a negative image of the public sector.</p> <p>Negative social media compounds the negativity related to the Council in general.</p> <p>Without compensatory actions or capacity in the organisation, asking a reduced number of staff members to undertake the same level of work as before can lead to delays, or stress, or other negative effects.</p>	<p>Non- achievement of corporate priorities.</p> <p>Loss of staff with essential knowledge and experience.</p> <p>Service disruption leading to a loss of productivity- whilst new starters/replacements are recruited and trained.</p> <p>Service performance and staff health and welfare could be compromised due to high attrition rates.</p> <p>Increased staff sickness as a result of increased stress.</p> <p>Increased costs of recruitment if turnover is high.</p> <p>High turnover.</p> <p>Hybrid/ remote working – positive or negative impact not yet fully known. This depends on the demographic, research to date points to flexibility being attractive.</p> <p>Stress can be more hidden when staff are working from home/ adopting the hybrid mode.</p> <p>Reduced sickness rates have been recorded whilst staff have been working from home.</p> <p>Inability to respond to additional priorities or emergency situations.</p>	Karl Roberts/ Philippa Dart

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
<p>16</p> <p>(4x4)</p>	<p>The Council's performance appraisal process identifies individual training requirements and individual objectives linked to service delivery plans.</p> <p>Utilisation of secondment opportunities to benefit from existing skills and develop individual staff.</p> <p>Investment in development of staff via the corporate training budget.</p> <p>Adequate notice periods built into posts.</p> <p>Staff sickness monitoring and reporting undertaken.</p> <p>The use of market supplements and other recruitment and retention payments to attract applicants to vacancies and retain staff.</p> <p>Job profiling is used to determine grades.</p> <p>Pay comparison/ benchmarking exercise with other Local Authorities is regularly undertaken as required.</p> <p>Lead specialist appointed to help develop the Council's operating model.</p> <p>In person staff meetings have been re-established to assist in engagement between staff generally and management.</p> <p>Hybrid working is considered to have a positive impact generally on staff wellbeing, but can be influenced by age, status, personal issues.</p>	<p>12</p> <p>(4x3)</p>	<p>To review recruitment and retention initiatives to attract and retain appropriately skilled staff (see last action)</p> <p>Identify a specific training plan for all management tiers to cover business and management processes (for example, including Risk Management, the Constitution, Committee Structure/ Committee Reports and Budget management/ monitoring.</p> <p>Undertake regular staff engagement surveys.</p> <p>Annual workforce/ resource planning in conjunction with the zero- based budgeting process. Aids the alignment of Corporate, directorate and service area priorities.</p> <p>Operating Model/ Workforce Strategy/ Service reviews to align resources with new Council Vision- this is linked to the Deep Dive work agreed as part of the financial strategy.</p> <p>Review of job profiling and current reward strategy.</p> <p>All of the above have to be considered in the context of the Councils current financial position and the need for in year savings in 23/24. Progress will be considered when a savings strategy is developed in the autumn of 23. Some changes to the Senior Management Team have been agreed and are being implemented.</p> <p>CMT with relevant managers are meeting in April to discuss the likely root causes of staff absence, turnover and potential solutions. A brief for a comprehensive pay, reward and grading is being prepared.</p>

CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 7	All Directorates	Climate Change	<p>Failure to make the activities of the Council carbon neutral by 2030.</p> <p>Failure to complete/ achieve the actions detailed in the Council's Climate Action and Biodiversity Work Plan 2022- 2023.</p>	<p>Increased severity of global warming caused by continued use of carbon.</p> <p>A lack of understanding, resource allocation, and commitment to achieving climate change goals, through both officer actions and members vote.</p> <p>Slow take- up of energy saving measures e.g. green/ renewable tariffs, smart meters, installation of PV etc.</p> <p>Increase of sustainable energy costs verses carbon energy in short term.</p> <p>Inadequate level of sustainability required in proposal/ approved developments.</p> <p>Inadequate level of sustainability required in the Councils procurement process, for both purchased goods and services.</p> <p>Slow development of Government led policies for home/office energy standards, including for new developments and retrofit projects.</p> <p>Lack of financial support through relevant and applicable Government funding/grants.</p> <p>Government slow to introduce waste strategy including mandatory food waste collection.</p> <p>Slow take-up of electric, hybrid and low- emission vehicles- lack of accessible charging points.</p> <p>Progress of initiatives delayed due to Covid.</p>	<p>Increased likelihood of extreme weather: (hot and cold) impacting vulnerable residents and staff.</p> <p>Increased likelihood of flooding (coastal, fluvial and surface) impacting on properties.</p> <p>Extreme weather impacting the delivery of day-to-day services and damaging properties, both residential and cooperate. In turn an increased budget required for regular repairs of these damages.</p> <p>Detrimental impact on the local environment, including a significant reduction or loss in biodiversity and ecosystem stability.</p> <p>Continued reduction of air quality and resident health through emissions associated with petrol/diesel fuelled transport.</p>	Philippa Dart/ Joe Russell- Wells

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
<p style="text-align: center;">16 (4x4)</p>	<p>Climate Change & Sustainability Manager appointed.</p> <p>Prioritisation of climate change in council Vision</p> <p>Increased national awareness and drive for change including Member desire to progress climate change agenda.</p> <p>Government manifesto promises and global input (COP26 and beyond) and introduction of legislation.</p> <p>Council monitoring and implementing changes to Government standards (e.g. Future Homes).</p> <p>The Council's Carbon Neutral Strategy 2022- 2030 and Climate Action and Biodiversity Work Plan 2022- 2023 including actions and clear priorities being progressed.</p> <p>Continued annual monitoring of Scope 1, 2 and 3 emissions in line with greenhouse gas protocols and guidance. The analysis for the 22-23 financial year has now been completed and reports have been updated to reflect any changes in emissions. To ensure continuity and cohesion work has now been completed to ensure a multi- year contract is in place for the annual emission audit and a consultant has been appointed for the next three years. This will ensure results are comparable.</p> <p>Annual update and review of the Council's Climate Action and Biodiversity Work Plan. The updated report is now under review from officers across the Council and will be taken to Policy and Finance Committee in the next cycle. The final report will be taken to P&F in March 2024.</p> <p>Work has started around the procurement 'deep dive' and emission analysis for the 22/23 financial year. This works includes extensive analysis and review of procurement emissions (Arun's single largest emitter) and will help determine next steps and produce a list of actions which will be used to help increase reductions in this area. Additionally, Ricardo have produced a strategy prioritising low carbon purchasing and will use the information gathered during the procurement deep dive to help determine next steps and produce a list of actions which will be used to help increase reductions in this area. A final report has now been issued to ADC. Work has now started on undertaking these suggestions. It should be noted that this is very much the start of this, and procurement related emissions are extremely difficult to manage and reduce. Officers will work with CMT, Hampshire and other internal departments to push forward.</p>	<p style="text-align: center;">16 (4x4)</p>	<p>Support to be provided to suppliers and contractors, as well as local SMEs, businesses and companies around emission reduction and procurement changes. This will be in the form of support via information sheets and guidance documentation, as well as sign posting to external help and support. Time scale: this will be one of the focuses for the above role and will start once they are appointed.</p> <p>It is being considered if the Council can support an external climate fund for non-profits to help them in their journey of sustainability. This has been copied from what Horsham are doing - Community Climate Fund Horsham District Council. Time scale: originally this was going to use the additional £100k made available by members during the budget setting of the 2022-2023 financial year. However this has been discarded now and there will be review to implement this into the 24-25 climate change budget. An officer report has been drafted and is ready to go.</p> <p>A motion was put forward around examining the concept and feasibility to establish a mechanism of advocacy and improved protect for the River Arun. This is currently being explored by officers and work is being undertaken to explore what the impacts would be for Arun to take this forward. Where possible a joint up approach will be taken with other D&Bs and the relevant River Trusts.</p> <p>A climate action day for Town and Parish Council's will take place on June 6th 2024 to provide attendees with a good grounding of the context of climate change for local action, and to help highlight the role councils can play in tackling climate change. The workshop will touch on major issues faced by local authorities when combating climate change, and what actions councils can take to address them. Ideas and thoughts will be shared, with everything being collated into a climate change action plan for councils to take away and implement in their areas.</p> <p>Offsetting is an important step in reaching carbon neutral/net zero targets. Though the Council will be doing everything possible to reduce emissions it is likely that some emissions will remain. To allow the Council to reach this target offsetting options have started to be considered.</p>

Development of climate related training for officers (mandatory) and members. This will include an introduction to climate change/ sustainability, emissions and what the Council aims to do and is doing to reach the 2030 carbon neutral target. As this is mandatory training this should be completed by all officers, this is also available for members to complete. ~~mid-August 2023~~. A 2-year contract to access this training has now been taken forward. Work has started to update this with new emissions for the 23- 24 financial year.

Provision of Carbon Literacy training at senior level (including director and group heads, along with managers) to help start behavioural change within the Council. Further trainings to be carried out through the 23/24 year to include other officers to help imbed climate change/sustainability thinking throughout all levels of the Council. Cohorts 3 and 4 have been completed. Additionally a cohort targeted an elected members has also been undertaken. A budget for additional carbon literacy training has been included for the 24/25 FY, but CMT will need to encourage staff update due to a sharp reduction of attendance over time. ~~for the end of 2023 and early 2024. A cohort targeted an elected members is booked in for early 2024, currently 11 members have signed onto this. If successful additional training cohorts for members will be considered.~~

Arun become a Bronze certified Carbon Literate organisation in 2023, requirements to become Silver are being reviewed and it is hoped that the Council will become Silver in 2024. However due to recent changes in requirements this now requires 30% of staff to be certified, rather than 15%. If CMT are able to support the uptake of officers to this training Arun will be able to become silver certified in the future.

Work has been completed around the energy audits of a selection of key buildings for the Council. These provide next steps on how to improve efficiency and drive down emission production. Building on from this funding for the LCSF phase 4 was successful and a heat decarbonisation plan is now underway for Arun Leisure Centre, using the energy audit for this to help inform this. Willmott Dixon have completed the heat decarbonisation plan and internal review has been completed. The final report, and supporting documents have been sent to Salix for review and payment request. Wave 5 of the LCSF has now been applied for in April 2024. In total £19k was applied to undertake heat decarb plans (and associated work) for the Laburnum Centre and Civic Centre will be put forward for heat decarb plans, with the heat decarb plan for ALC to be taken to detailed design. It is hoped that Salix will open future waves of the LCSF.

Continued connection with other D&Bs within West Sussex (and externally) to share ideas and support climate change related work.

A feasibility study is underway for the generation of renewable electricity at Mewsbrook car park. This will be taken to the Environment Committee in the 24- 25 cycle.

A Climate Change and Sustainability officer was appointed in Autumn 2023 and are providing further support to the Council in reducing emissions, through engagement (including with the youth council) and general project support. They will also be looking at increasing internal and external communication on climate change factors. Work has started on implementing a town and parish council network which has future targets of spreading to community organisations to support the community around climate change understanding on highlighting actions that can easily be taken. A date for town and parish related training has been put in for the 6th of June.

Regular reporting of carbon reduction targets and actions to Committee

Options for developing planning policy guidance and Supplementary Planning Documents (SPD) aimed at improving the sustainability of developments compared to the current position and action plan to be progressed.

Liaison with external agencies (water agencies on local water quality- Blue Flag beaches and the Sussex Air Quality Partnership, Sussex Nature Partnership around biodiversity and BNG across Sussex).

Liaison with partners/ advice on provision of suitable vehicle charging points for the future and advice to residents on energy saving, reduction in carbon emission, wellbeing etc.

Providing support for other national/ local initiatives e.g. waste recycling and the Sussex Kelp Project. A members brief event was booked in for Mid-October 2023 to provide members (and interested officers) on an update on the Kelp restoration occurring off the South Coast. The Council is also engaging with Sussex Bay to get a better understanding on where/ how Arun can get involved with this work.

CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 10	Growth	Planning Policy and Conservation (Local Plans Team)	Not having an up-to-date Development Plan, guidance and a supporting evidence and monitoring framework.	<ul style="list-style-type: none"> - Key staff vacancies not filled/insufficient capacity and experience. - Unmanageable workload. - Competing work priorities within the policy team. - Member decisions to pause/postpone. - National Policy changes. - Failure of budget management/project planning. 	<ul style="list-style-type: none"> • Non compliance with Local Development Scheme – Local Plan update. • Failure to deliver Neighbourhood Plan preparation/updates. • The above would result in failure to have a 5-year land supply in place which would render certain policies out of date and trigger the presumption in favour. • Failure under Housing Delivery Test. This does not place an additional burden as the presumption would already apply without a 5 year land supply. • Risk of Plans being prepared by Government intervention. • Policy Framework out of date and decision making at risk of appeal and costs. • Additional budget needed to cover additional National policy requirements. • Legal costs (Appeals and JR) of failure to comply with national planning legislation. • Developments will be granted on appeal at an ever-increasing rate leading to reactive rather than proactive planning. Smaller sites not allocated in Plans would come forward and be difficult to resist. Opportunity for joined up infrastructure would be significantly reduced. • Insufficient evidence commissioning to support plan making. • Inability to progress important work on matter such as biodiversity, climate change or infrastructure (for example). These matters will be contained in future planning policies and betterment will only be secured when policies are adopted. • Abortive work/costs. 	Karl Roberts/ Neil Crowther

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
12 (3x4)	<ul style="list-style-type: none"> • More proactive engagement with Members. A need for more regular and detailed meetings to discuss issues and implications. • Clear project plan to be prepared and adhered to. • Regular team meetings specifically on Local Plan update and Neighbourhood Plan to review progress and to identify any difficulties arising with a view to finding solutions. • Full use of Neighbourhood Planning grant. • Ensure statutory consultation stages are achieved and compliant. <p>Project Initiation Document in respect of the Local Plan completed and subject to regular review. Last reviewed in August 2023.</p>	12 (3x4)	<p>Political commitment must be sought and agreed on the back of these meetings. Full Council agreed to proceed with review of Local Plan in July 23.</p> <p>Develop/monitor Recruitment Strategy and call off contract support for output deliverables. Proposed outsourcing of preparation of Local Plan. It was agreed at Committee in July 2023 that a large proportion of the Local Plan preparation can be outsourced. Progress on commissioning has been exceptionally slow and we have yet to be able to send out a brief for this work. Following an identification of a specific resource to progress this, this has made more progress and should be issued in June 2024.</p> <p>This is now complicated further by the Policy Team Leader that he is leaving on 5 June 2024. Further, a Senior Officer in the team has also left. intends to hand in his notice. Further, it is also likely that a Senior Officer in the team will also be leaving. That means that a team that had seven policy posts a year ago, would now only have three staff in these posts. An interim Team Leader has been secured and is expected that progress will increase as a result. A recruitment into the Senior role has also commenced. Discussions currently taking place regarding how this might be structured and how we might recruit into vacant posts.</p> <p>Further regular benchmarking – monitoring and review.</p>

CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 11a	All Directorates	Major Project- Alexandra Theatre	<p>Failure to regenerate coastal towns within the district.</p> <p>Failure to deliver major projects in line with funder requirements meaning funding is withdrawn.</p> <p>Insufficient resources to deliver vision and aspirations for the district.</p> <p>Delays to the delivery of the project.</p>	<p>Lack of funding to deliver major projects.</p> <p>Decisions not made swiftly enough.</p> <p>Lack of public/ partnership acceptance of, and buy-in to strategies.</p> <p>Legal challenges increase- correspondence from Arun Arts under review- June 23.</p> <p>Multiple major projects running simultaneously- resources stretched.</p> <p>Impact of growth of Butlins and Chichester University influencing local market conditions.</p> <p>Other Council borrowing priorities/ increase in PWLB rates.</p> <p>Further uncertainty over availability of Council and external funding in the future.</p> <p>Inconsistent decision making leading to projects being started and then abandoned.</p> <p>Delays may lead to withdrawal of funding from Govt.</p> <p>Contractor doesn't meet programme.</p>	<p>Project fails to deliver objectives on time and/ or exceeds budget.</p> <p>Developers and invested could be deterred.</p> <p>Lack of growth.</p> <p>Possible legal issues from developer plans submitted before the Council consideration of schemes.</p> <p>Missed opportunities to invest in areas of development potential.</p> <p>Lack of visible progress with developments.</p> <p>Financial and reputational risk/ poor publicity.</p> <p>Development of Council land (car parks etc) could mean loss of income streams.</p> <p>Further uncertainty over availability of Council and external funding in the future.</p> <p>Business closure e.g. in retail, hospitality and leisure sectors.</p> <p>The Council could face large revenue costs for aborted projects if external funding is withdrawn.</p>	Karl Roberts

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
<p style="text-align: center;">16 (4x4)</p>	<p>Briefings for members (held regularly).</p> <p>Temporary employment of Head of Regeneration (extended until 31/03/24). Project Manager post extended until 31/03/25.</p> <p>Bidding for external funds (arts council).</p> <p>Use of external support – Project Officers.</p> <p>Communications – Press Releases.</p> <p>Engagement with Partners e.g.: University, Bognor Regis Regeneration Board, Town & Parish Councils.</p> <p>High level business plan undertaken to inform future strategy.</p> <p>Specific project risk schedule.</p> <p>Provision made for Arun Arts equipment.</p> <p>Regularly reviewed at Arun Programme Board.</p> <p>Engagement with DLUHC over timetables.</p> <p>Director of Growth meeting Project officer regularly.</p>	<p style="text-align: center;">16 (4x4)</p>	<p>The decision has been made to not increase the level of resource available for the present.</p>

CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 11c	All Directorates	Major Project- Bognor Regis Arcade	<p>Failure to regenerate coastal towns within the district.</p> <p>Failure to deliver major projects in line with funder requirements meaning funding is withdrawn.</p> <p>Insufficient resources to deliver vision and aspirations for the district.</p> <p>Relationship with existing tenants.</p> <p>Misunderstandings between P&E team and Project Manager</p>	<p>Lack of funding to deliver major projects.</p> <p>Decisions not made swiftly enough.</p> <p>Lack of public/ partnership acceptance of, and buy-in to strategies.</p> <p>Multiple major projects running simultaneously- resources stretched.</p> <p>Impact of growth of Butlins and Chichester University influencing local market conditions.</p> <p>Other Council borrowing priorities/ increase in PWLB rates.</p> <p>Further uncertainty over availability of Council and external funding in the future.</p> <p>Inconsistent decision making leading to projects being started and then abandoned.</p>	<p>Project fails to deliver objectives on time and/ or exceeds budget.</p> <p>Developers and invested could be deterred.</p> <p>Lack of growth.</p> <p>Possible legal issues from developer plans submitted before the Council consideration of schemes.</p> <p>Missed opportunities to invest in areas of development potential.</p> <p>Lack of visible progress with developments.</p> <p>Area turns into a commuter belt and is not regenerated leading to decline.</p> <p>Financial and reputational risk/ poor publicity.</p> <p>Further uncertainty over availability of Council and external funding in the future.</p> <p>The Council could face large revenue costs for aborted projects if external funding is withdrawn.</p> <p>Need to resolve delivery/ management mechanism for residential units created.</p>	Karl Roberts

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
<p style="text-align: center;">12 (3x4)</p>	<p>Briefings for members.</p> <p>Temporary employment of Head of Regeneration. (extended until 31/03/24).</p> <p>Funding secured from Brownfield Land Fund. Other external funding opportunities being explored.</p> <p>Use of external support – Project Officers.</p> <p>Communications – Press Releases</p> <p>Engagement with Partners e.g.: University, Bognor Regis Regeneration Board, Town & Parish Councils.</p> <p>Specific project risk schedule.</p> <p>Reviewed regularly at Arun Programme Board.</p> <p>Regular meetings between Project Manager and P&E.</p>	<p style="text-align: center;">12 (3x4)</p>	<p>Ask for minutes of meetings between P&E and Project Mgr.</p>

CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 1- A	All Directorates	Financial Resilience	<p>Failure to maintain a robust and deliverable budget will lead to a lack of resources to fund services and council priorities, leading to reactive decision making and reputational consequences.</p> <p>Failure to maximise efficient use of resources and so unsuccessful redirection of resources and not achieving objectives and outcomes of the Council.</p> <p>Failure to exploit income streams/ income generating activities/ commercial opportunities.</p> <p>Increased inflation caused by utilities and supply contracts leading to significantly increased, unbudgeted costs.</p>	<p>The annual Local Government Finance Settlement creating uncertainty beyond the next financial year.</p> <p>The outcome of proposed Government reviews of the local authority funding system, e.g. the Fair Funding review, Business Rates review.</p> <p>Reduction in government grants and external funding.</p> <p>Ineffective financial/ budget management and monitoring.</p> <p>Increased cost of building/ construction and maintenance.</p> <p>The outcome of the National Pay Negotiations/ Award.</p>	<p>Non- achievement of corporate priorities.</p> <p>Budget deficit.</p> <p>Forced to make savings leading to a reduction in the quality-of-service delivery.</p> <p>Increased costs and lower returns on investments.</p> <p>Minimal return from income generating activities/ commercial opportunities.</p> <p>Further pressure on demand led services e.g. benefits, homelessness etc.</p> <p>Reduction or delays in housebuilding and maintenance of corporate/ commercial buildings. Significant pressure on contracts, staff and projects.</p> <p>If the Council is unable to achieve financial resilience through a balanced revenue budget, the Section 151 officer would be obliged to issue a section 114 notice, which would prohibit all new expenditure. This would be a very serious situation for the Council because under the 1988 Local Government Finance Act, it is not permissible for a Council's expenditure to exceed its income. However, this is currently deemed to be highly unlikely.</p>	Tony Baden

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
<p style="text-align: center;">12 (3x4)</p>	<p>The Group Head of Finance has engaged an external resource to review and develop the Council's Medium Term Financial Forecast. This will be reported to Members as part of the budget setting process and will give an updated view of the Council's overall financial position. An updated MTFP report will be presented to the October and December Policy & Finance Committee.</p> <p>Medium Term Financial Strategy (MTFS) regularly reviewed and reported to Members at the Policy & Finance Committee. Annual budget setting and quarterly budget monitoring of income and capital and revenue expenditure .</p> <p>Regular reports to CMT, raising awareness of our current financial position. This includes the budget monitoring report, medium- term forecast and specific service area requirements e.g. quarterly report on the HRA to CMT.</p> <p>Capital Strategy 2021/22- 2023/24 reviewed annually.</p> <p>Continue to maximise Council tax increases.</p> <p>Control of expenditure- Approval limits and routes for additional funding are detailed in the Council's Constitution and Financial Regulations.</p> <p>Monitoring of potential changes to government policy, legislation etc.</p> <p>Sufficient reserves.</p>	<p style="text-align: center;">8 (2x4)</p>	<p>Officers concluded a service planning review exercise in September 2023. Proposals put forward by Group Heads were discussed with the Joint Chief Executives and identified significant savings in the 2024/25 budget which Members approved as part of the 2024/25 budget setting process.</p> <p>Monitoring and reporting to CMT of the £1.5 million savings approved as part of the detailed 2024/25 revenue budget.</p> <p>Two iterations of the MTFP have been reported to Members since October 2023, as well as several briefing sessions. It is intended that a further update will be presented to the next Policy & Finance committee.</p> <p>Further implementation of the Council's Financial Strategy, approved by Full Council on 10th January 2024.</p>

CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 3	All Directorates	Change Management & Transformation	<p>Lack of a corporate operating model and a clear plan to achieve this.</p> <p>Failure to maintain business as usual (BAU)/ appropriate levels of service at the same time as transformation.</p> <p>Failure to implement change programmes within timescales and at the desired pace.</p> <p>Failure to deliver service improvement, efficiencies and/ or savings.</p> <p>Lack of financial resource to deliver programmes.</p> <p>Inability to re- engineer processes and systems so that they are fit for a lean and transformed council.</p> <p>Inability to secure cultural changes and engagement.</p> <p>Lack of engagement and understanding of objectives by staff and contractors.</p> <p>Lack of engagement and support for objectives by members.</p>	<p>Insufficient knowledge, skills, and resources to facilitate change.</p> <p>Insufficient management information to properly model proposed changes and impacts.</p> <p>Services unable to provide the required level of input.</p> <p>Key suppliers/ existing contractual arrangements do not enable or support transformation plans.</p> <p>Ineffective communication and engagement.</p> <p>An unstable, demotivated workforce at a time of change.</p> <p>Unmanageable workloads resulting in unsustainable pressure on existing staff.</p> <p>Political uncertainty as we approach full local elections.</p>	<p>Unachieved strategic and operational objectives and/ or overruns on time and cost.</p> <p>Poor standards of service or disruption to service.</p> <p>Staff experience stress related health issues.</p> <p>Reputational damage.</p> <p>Services that do not meet the needs of the community.</p> <p>Services that are not delivered in a modern and cost-effective way.</p>	Karl Roberts/ Philippa Dart

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
16 (4x4)	<p>Project management processes and governance in place to monitor project delivery.</p> <p>Utilisation of secondment opportunities to benefit from existing skills in project management.</p> <p>Frequent budget monitoring and the implementation of zero- based budgeting.</p> <p>Effective procurement and contracting processes in place.</p> <p>Process for key risks identified and monitored for major projects.</p>	9 (3x3)	<p>The development of an Operating Model/ Workforce Strategy and Service reviews need to align resources with new Council Vision.</p> <p>Number of directorates reduced from 3 to 2 and each directorate will publish an updated business plan.</p> <p>Accommodation review to be undertaken.</p> <p>Develop a transformation programme including processes to ensure:</p> <ul style="list-style-type: none"> The right staff with the right knowledge, skills and competencies are in place and retained for the delivery of Business As Usual (BAU) and effective transformation.

Service performance monitoring (KPIs) and management processes in place.

The Council agreed to a Financial Savings Plan in Feb 24 which included a deep dive review of each service area alongside other key areas of activity. Changes to the Senior Management Team have been implemented.

Financial reporting to CMT and committees has been improved.

- Appropriate/ sufficient levels of staffing within individual projects in place to sustain BAU and to deliver transformation.
- Clear roles and responsibilities defined between transformation and BAU.
- Scrutiny of transformational programme through monthly Programme Boards.
- Early warning signs of areas where efficiencies/ savings will not be realised (either amount or on time).
- An effective communication and engagement plan is in place with stakeholders.
- Effective commissioning of high- quality services.
- Early identification of resource gaps and/ or redundancy costs for inclusion in project plans at an early stage.
- Management of stakeholder expectations (Customer/ resident expectations vs Council's delivery model).

Note: Higher level wording adopted in risk register entries 4.1 to 4.5.

CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 4.1	All Directorates	ICT	Successful major cyber- attack	Virus, malware, ransomware or unauthorised access stamps.	Loss of IT services to staff & public, data loss & corruption or data breach; impact could be localised or whole council.	Jackie Follis

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
16 (4x4)	Layered approach to security defences. Alert systems of potential attacks. Information sharing with cyber and crime agencies. Staff training, testing and awareness bulletins. New supplier security questions.	8 (2x4)	Review cyber insurance market.

CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 4.2	All Directorates	ICT	Complete loss of datacentre facility (physical).	Fire, flood or natural disaster.	Loss of IT services to all users.	Jackie Follis

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
8 (2x4)	Key component redundancy by design, immutable/ off- site backups (for recovery), a limited capacity recovery site, cloud services, laptops as standard issue, website hosted externally, insurance cover for IT equipment. Services should have a BCP in place including scenarios for extended periods of no ICT.	6 (2x3)	Accept risk and existing mitigations.

CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 4.4	All Directorates	ICT	Supplier unable to support corporate document management system (C-Cube) or withdraws product.	Supplier issues notice.	A number of service areas rely on this system for their electronic documents and without it would not be able to operate.	Jackie Follis

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
16 (4x4)	Initial funding identified in 2023/24. Project initiated 2023/24 to identify alternative solutions and options. Work included in the ICT Work Programme.	8 (4x2)	Continue dialogue with supplier. Continue looking at alternative products/ options.

CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 4.5	All Directorates	ICT	Supplier of our planning, building control and land charge system issues notice and retiring product.	Supplier issues notice.	A number of service areas rely on this system as their main back-office system and without it would not be able to operate.	Jackie Follis

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
16 (4x4)	Project initiated 2023/24 to identify alternative solutions and options. Work included in the ICT Work Programme.	8 (4x2)	Continue dialogue with supplier. Continue looking at alternative products/ options.

Note: CRR5 risk register entry wording revised.

CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 5	All Directorates	Corporate Business Continuity	Failure in the delivery of some or all services, including statutory services.	<p>Loss of buildings/ infrastructure through fire, flooding, or other serious environmental incident possibly because of climate change.</p> <p>Sudden loss of key personnel or mass loss of staff through illness e.g., pandemic.</p> <p>Industrial action.</p> <p>Breakdown in supply chain.</p> <p>Loss of power or other services.</p> <p>Significant ransomware or cyber-attacks. (See separate risk # CRR 4).</p> <p>Insufficient time made available for staff training for both business continuity issues and requirements for dealing with emergencies under the Civil Contingencies Act incumbent on the authority.</p>	<p>Inability to provide a range of key services to customers, including vulnerable customers.</p> <p>Financial loss and service disruption to customers and the Council.</p> <p>Inability to pay customers or contractors leading to loss of contractors/ suppliers reducing service provision.</p> <p>Inability to provide services leading to reputational damage.</p> <p>Possible breach of the Council's statutory duties under the Civil Contingencies Act.</p>	Philippa Dart/ Joe Russell-Wells

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
12 (3x4)	<p>Corporate Business Continuity Plan (CBCP). An updated version was produced Oct 2023. This addressed shortfalls identified at the outcome of the Audit in July 2023. The plan sets out the generic steps for the organisation to recover from an incident.</p> <p>The CBCP includes the Business Recovery Management Team (BRMT) roles and responsibilities.</p>	9 (3x3)	<p>Support and training is being gained from council insurers to carry out an exercise to test BCP arrangements with an emphasis on recovery period with no reliance on IT for a minimum period to be specified.</p> <p>Continue a testing programme for BCPs to ensure they are fit for purpose. Outcomes of the reviews and lessons learnt should be used for continuous improvement.</p> <p>Staff to test and challenge their arrangements together with contractors and suppliers.</p>

Business Impact Analysis (BIA) and Business Continuity Plan (BCP) templates and guidance to officers for their completion is included in the CBCP.

Also included in the CBCP

- A checklist for activities during an incident
- Critical activities and recovery time objectives for identified priority services.
- Possible threats and suggested recovery strategies
- Draft agendas for meetings of the BRMT
- Action log template
- BRMT contact details
- RAG report template

All service areas are required to review and update their BIA and BCP annually or if there is a change in service.

As part of the BCP each service is required to address how their service would continue to operate with loss of IT - updated to identify critical service and IT requirements.

The **Business Recovery Management Team (BRMT)** meets every 6 months. Tasks include identifying possible risks, ensuring Group Heads have signed off all BIA and BCP for all services areas. Minutes of the meeting are reported to CMT.

Business Continuity arrangements are reviewed by CMT at regular Performance Board meeting.

Storage of all plans is made on the separate server to enable access in case of IT failure.

Procurement tender processes require all major contractors to have business continuity plans in place. These are required to be set out in all service BCP.

Lessons learned through the Covid pandemic has tested mobile working arrangements.

Generic training for all staff is to be rolled out to provide greater awareness of business continuity.

Emergency Planning

CMT approved an identified role and programme of training (Feb 2024) for staff across the organisation. This training is to be implemented over the next 12 months and kept under review.

A 3 year plan for emergency plan review, training and exercising was approved by CMT (Feb 2024). This is to form a continuous 3 year cycle.

Continued and further review of off-site storage of BCPs and copies retained by all senior managers.

Consider arrangements as part of procurement strategy.

Consider further communications with staff over business-critical risks as continual reminder.

Recent Audit review of Corporate Business Continuity arrangements across the authority has taken place over Q4 2022-23. Report received in July 2023 which identifies a number of actions.

Timescales – all actions are being progressed through to completion and updates have been fed into the monthly CMT performance board meetings.

Role of the authority in an Emergency to be presented at a future staff meeting.

CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 6	All Directorates	Information Governance and Data Protection	Failure to keep all personal data secure leading to a breach of the General Data Protection Regulations (GDPR) and Data Protection Act resulting in fines and reputational risk.	<p>Lack of awareness on information governance, security requirements and standards.</p> <p>Lack of training and staff/ Member awareness of requirements.</p> <p>Lack of clarity around what information is where and who is responsible for it.</p> <p>Increased information sharing.</p> <p>Increase in home and mobile working.</p>	<p>Breach of GDPR/ Data Protection legislation resulting in financial penalties/ ICO censure.</p> <p>Poor publicity/ reputational damage.</p> <p>Incident management of possible breaches will require corporate/ CMT support and will impact existing work.</p> <p>Less control over shared data.</p>	Daniel Bainbridge

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
9 (3x3)	<p>Trained resource to handle FOI/ DPA requests. Data Protection Officer appointed and trained.</p> <p>Hut Six training on data protection in place for new starters and when updates are rolled out.</p> <p>Annual mandatory DP training in place and undertaken for all staff including safe home working guidance to ensure protection and confidentiality of ADC data while working at home.</p> <p>ICO guidance on preparation for General Data Protection Regulation (GDPR) reviewed and Action Plan progressed. Additional external advice obtained and transfer to GDPR and new Data Protection Act complete.</p> <p>Data audit conducted, and policies updated for DPA/ GDPR compliance- now subject to ongoing review.</p> <p>Policy/ publication updates completed, and regular briefings provided to CMT and staff.</p>	4 (2x2)	<p>Implementation programme/action plan Information Governance audit recommendations. This includes implementing annual DP training for Members. All recommendations to be addressed by December 2024.</p> <p>Fresh data audit needed. Asset mapping required. Process needed for ongoing review- December 2024.</p> <p>Review library of DP and FOI policies. Update where needed. Create policies where required- December 2024.</p>

Information Security Group (ISG) oversight of data protection and security compliance. ISG to review terms of reference and membership annually.

Data Protection incident management process developed and advised to staff/ management.

Head of Technology & Digital and ICT Digital Manager added to delegated authority for GDPR/ DPA (to increase capacity). Availability arrangements for ICT out- of- hours incident response accepted by CMT.

Senior Information Management Officer has obtained FOI qualification.

Monitoring any ongoing legislative changes and implement actions as required.

Annual review of delegations to ensure they are up-to-date to reflect current postholders and that delegations sit within the correct service areas.

CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 8	All Directorates	Corporate Health and Safety	Failure to adhere to Health and Safety policies and procedures and legal requirements leading to death, serious injury, or life limiting illness, of an employee or third party resulting in prosecution under Health and Safety legislation, adverse publicity, fines, and possible prison sentences. Such failures may also lead to civil claims for compensation.	<p>Inadequate health and safety arrangements.</p> <p>Lack of awareness of Health and Safety policies, procedures, and responsibilities.</p> <p>Inadequate capability, competence and/or training of managers and staff on health and safety.</p> <p>Insufficient resources or capacity to manage health and safety.</p> <p>Lack of staff training.</p>	<p>Death, injury or life limiting illness, to staff or third party resulting in prosecution under Health and Safety legislation.</p> <p>Other enforcement action causing prohibition/closure or interruption of service or activity.</p> <p>Reputational damage/ poor publicity.</p> <p>Corporate manslaughter prosecution.</p> <p>Fines and possible prison sentences.</p> <p>Civil claims for compensation.</p> <p>Regulatory censure/ intervention.</p>	Nat Slade

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
12 (3x4)	<p>Adopted and published health and safety policies, and procedures and guidance are available to all staff via the intranet. The Council Health & Safety Policy includes detailed responsibilities.</p> <p>Safety Management Programme tasks issued monthly, to manage service level risks.</p> <p>Corporate health and safety support function within Environmental Health.</p> <p>Quarterly reports on health and safety provided to CMT. Monthly KPI (CP6).</p> <p>Corporate health and safety commentary on committee reports.</p> <p>Internal Audit of Corporate Health & Safety July 2022.</p>	8 (2x4)	<p>Introduce manager health & safety induction training. Unable to progress at present due to resource constraints (additional post was not approved), however we will look to include some manager specific training within the training courses bought-in using the £20k of additional funding by the end of March 2024. The result of the training and its impact on the Net Risk score will be monitored.</p> <p>Introduce corporate health and safety training programme. Work is already being undertaken on this with Adele, and a number of potential training platforms are being reviewed. Target to commence initial phase of training- End January 2024.</p> <p>Review the safety management programme. Unable to carry out a comprehensive review at present due to resource constraints (additional post was not approved), however we have adopted use of the MS Forms for tasks (where possible) to make the tasks more user friendly and easier/ quicker to complete.</p> <p>Introduce an annual health and safety verification/assurance programme. Unable to proceed at present due to resource constraints (additional post was not approved). We will endeavour to utilise any underspend on the £20k following implementation of the training programme towards audits/ assurance, however the ability to organise and supervise any assurance scheme may be limited by the current resource allocated to corporate health & safety. In 2023/24 we have already committed to provide assurance on the reception risk assessment and arrangements. Target to confirm scope/ capacity for an annual audit assurance plan (subject to remaining funds) by 31 March 2024.</p>

			<p>Audit action plan is complete, except for review of SMP tasks and risk areas which is in progress and being informed by the August SMP task. Target to complete End December 2023.</p> <p>Develop health and safety culture and communications. Unable to proceed due to resource constraints (additional post was not approved).</p>
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CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 9	All Directorates	Equality & Diversity	<p>The Council fails to meet its statutory obligations under the Equality Act 2010.</p> <p>Insufficient resource is put in place to ensure equality and diversity requirements are mainstreamed and embedded.</p> <p>Services areas may focus on what they consider their core business and consider equality and diversity less relevant/ important.</p> <p>Staff are not protected and as a result are subjected to unacceptable behaviour/ treatment.</p>	<p>Lack of consistent council- wide knowledge on Public Sector Equality duty and how to take equalities into consideration.</p> <p>Gaps in available data and analysis to understand potential impacts of decision making.</p> <p>Compliance driven rather than understanding based on good analysis.</p> <p>High turnover of staff resulting in loss of knowledge/ institutional memory loss.</p> <p>Overall budget pressures. Other priorities require funding.</p> <p>Some funding is in place, but it is not sufficient to meet all aspirations.</p> <p>Insufficient prioritisation/ competing against other priorities corporately and within service areas.</p> <p>Lack of or inconsistent ownership within or across service areas.</p>	<p>Challenged in court via Judicial review for failing to meet equalities duties.</p> <p>Negative Impact on staff morale and performance if the work environment is not perceived to be equitable resulting in increased turnover and staff absence.</p> <p>Our aspirations are not achieved, and this could result in stakeholders' concerns not being addressed.</p> <p>Compliance failure within some service areas.</p> <p>Financial implications of non- compliance resulting in legal action at Employment Tribunal or civil action for external issues. Worst case scenario is that there is no financial limit on discrimination remedy at an ET.</p> <p>Reputational damage.</p>	Jackie Follis

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS	RESOURCE IMPLICATIONS OF FURTHER ACTIONS
12 (3x4)	<p>By the nature of the services delivered by the Council, policies and procedures are designed to be inclusive. As a result equality, diversity and inclusion requirements are automatically captured and addressed.</p> <p>Consultation on Council services and projects enables equality and diversity feedback to be obtained and considered where appropriate.</p> <p>Staff and Customer satisfaction surveys are undertaken providing an opportunity for weaknesses to be highlighted and addressed.</p>	8 (2x4)	<p>An equalities and diversity assessment/ review was planned to ascertain what service areas currently do to ensure compliance. This action cannot be completed within existing resources and will be removed as a further action.</p> <p>Strongly encourage awareness training for all members following local elections in 2023 and annually thereafter.</p>	None

	<p>The Council has a specific section on the Committee Report Template ((Section 13: Equalities Impact Assessment (EIA)/ Social Value) to ensure that equality and diversity is considered as part of the decision- making process. Any comments completed within this section will be reviewed by an appropriate officer prior to going to committee.</p> <p>The Council's Complaints Procedure provides an opportunity for equality and diversity weaknesses/ failings to be highlighted and monitored, addressed and lessons learnt to be carried forward.</p> <p>The Council has strong Human Resource policies and procedures that support equality and diversity, for example:</p> <ul style="list-style-type: none"> • Dignity at work, • Equality, diversity and inclusion policy, • Recruitment <p>Mandatory online equalities and diversity refresher training is provided to all staff every two years. Annual training carried out for new starters.</p> <p>Awareness training is offered to all members when they are elected (but with limited take-up).</p> <p>Annual monitoring of equal opportunities recruitment is undertaken.</p> <p>The Council's Customer of Concern Register aims to protect staff against unacceptable behaviour/ treatment.</p>			
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CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 11b	All Directorates	Major Project- Littlehampton Seafront Project	<p>Failure to regenerate coastal towns within the district.</p> <p>Failure to deliver major projects in line with funder requirements meaning funding is withdrawn.</p> <p>Insufficient resources to deliver vision and aspirations for the district.</p>	<p>Lack of funding to deliver major projects.</p> <p>Decisions not made swiftly enough.</p> <p>Lack of public/ partnership acceptance of, and buy-in to strategies.</p> <p>Existing covenants and leases impose restrictions on scheme design.</p> <p>Multiple major projects running simultaneously- resources stretched.</p> <p>Other Council borrowing priorities/ increase in PWLB rates.</p> <p>Uncertainty surrounding major Government schemes impacting the area e.g. Arundel by-pass, Chichester by- pass.</p> <p>Further uncertainty over availability of Council and external funding in the future.</p> <p>Inconsistent decision making leading to projects being started and then abandoned.</p>	<p>Project fails to deliver objectives on time and/ or exceeds budget.</p> <p>Developers and invested could be deterred.</p> <p>Lack of growth.</p> <p>Possible legal issues from developer plans submitted before the Council consideration of schemes.</p> <p>Missed opportunities to invest in areas of development potential.</p> <p>Lack of visible progress with developments.</p> <p>Area turns into a commuter belt and is not regenerated leading to decline.</p> <p>Financial and reputational risk/ poor publicity.</p> <p>Development of Council land (car parks etc) could mean loss of income streams.</p> <p>Further uncertainty over availability of Council and external funding in the future.</p> <p>Business closure e.g. in retail, hospitality and leisure sectors.</p> <p>The Council could face large revenue costs for aborted projects if external funding is withdrawn.</p>	Philippa Dart

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
12 (3x4)	<p>Update report presented to every meeting of Policy and Finance Committee. Regular updates included in members newsletter.</p> <p>Project supported financially by external funds.</p> <p>Use of external support – project management and cost control (Mace)</p>	8 (2x4)	<p>Communications strategy in preparation for construction phase.</p> <p>Logistics review of construction phasing to minimise impact on council revenue (car parks income) and summer season generally.</p> <p>Engagement with Harvester agent regarding scheme layout.</p> <p>Cost review.</p>

	<p>Communications – Press Releases, posters in the town/on site. Website kept up to date.</p> <p>Engagement with stakeholders (internal and external).</p> <p>Engagement with parties regarding leases and covenants.</p> <p>Project specific risk register reviewed and updated.</p> <p>Project progress reported to Project Board.</p> <p>Resourced by internal project team.</p>		<p>Promotion of new concession opportunities.</p>
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CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 12	Directorate of Environment and Communities	Homelessness	Increase in homelessness presentations. Homelessness demand exceeds resources available.	Not being able to meet the homelessness need. Lack of suitable Emergency Accommodation and available Temporary Accommodation. Private Sector housing market becoming more expensive. Increased complex homeless presentations. Impact of the cost-of-living increases demand. Increases in mortgage rates lead to more housing repossessions.	Inadequate resource to manage the number of presentations. Legal challenge. Children being subject to homelessness. Vulnerable people (disabled, elderly, chronically ill etc.) being subject to homelessness.	Richard Tomkinson

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
16 (4x4)	Effective planning and deployment of resources. Timely decision making and effective casework management by Housing Options Officers. Regular monitoring of caseloads by the Team Leader. Flag to Senior Management Team.	9 (3x3)	Aim to increase supply of accommodation for those who are homeless/ threatened with homelessness- acquire 7 new units by March 2023 through LAHF scheme. Review the possibility of a temporary adjustment to the allocation policy to prioritise households in TA; complete the review by end of September. Develop and deliver Emergency Accommodation (nightly paid) reduction plan.

CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 13	Directorate of Environment and Communities	Housing	Delayed or non- implementation of the new housing management system Cx.	<p>Poor project management.</p> <p>Interface/API solution delays with partners.</p> <p>Reduced project team resources/sickness/absence/resignations.</p> <p>Lack of, or changes in decision making.</p> <p>Lack of service level expertise.</p> <p>Contractual issues.</p> <p>Additional costs.</p>	<p>Reputational damage.</p> <p>Inability to deliver services.</p> <p>Inability to collect payments.</p> <p>Inability to set rents.</p> <p>Inability to create and end tenancies.</p> <p>Reduced service to tenants.</p> <p>Missed opportunity for service improvement.</p> <p>Coming to the attention of the Housing Ombudsman & Regulator for Social Housing.</p>	Richard Tomkinson

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
12 (3x4)	<p>Change in project manager via 3C consultants to give improved governance and direction to the project.</p> <p>Backfills completed for the project team, less requirements on them from their day-to-day roles.</p> <p>New project manager working closely with Civica and will escalate within Civica and Arun if the project plan timescales look at risk.</p> <p>Project plan includes more time for testing, build, data passes and realistic contingency based on previous projects of this type.</p> <p>Four full time members of staff working on the project.</p> <p>Project board established.</p> <p>Appointment of role of Housing Project Team Leader to oversee user acceptance testing and training.</p>	6 (2x3)	<p>Performance monitoring of project management.</p> <p>Increased project meetings as we approach critical points in the project.</p>

CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 14	Directorate of Environment and Communities	Housing Repairs	Compliance Failings Inadequate resourcing of compliance programmes.	Housing continues to be under notice by the Regulator for Social Housing. Withdrawal of current resource without establishment of Compliance Manager role to base budget. Reduced expenditure budget for programmes and remedial works.	Regulator takes over compliance. Budget pressures to resolve with urgency. Reputational damage. Tenant complaints. Risk of serious incidents increased.	Richard Tomkinson

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
4 (1x4)	Robust contract evaluation. Regular financial checks. Have alternative suppliers/ framework in reserve Appointed different gas contractors for Domestic and Commercial Contracts so have built in back up should one fail. Monthly contract review meetings. Group Head developing role profile and wider service realignment to accommodate along with business case for inclusion in salaries and supervision budgets.	4 (1x4)	These measures have been established. Activity is undertaken to a program and continues to be managed and reviewed closely. CMT approval required and recruitment and selection.

CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 15	Directorate of Environment and Communities	Housing	Ineffective complaints management.	High staff turnover. Lack of training. Lack of procedure. Lack of lessons learnt reviews.	Reputational damage. Poor relationship with tenants. Missed opportunity for service improvement. Complaints escalation. Non-compliance with the Ombudsman complaint handling code. Coming to the attention of the Housing Ombudsman & Regulator for Social Housing.	Richard Tomkinson

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
9 (3x3)	<p>Adherence to the Corporate Complaints Procedure requires the Council to have clear mechanisms in place for tenants to complain, and to respond to complaints promptly and effectively. Housing Services also need to ensure compliance with the Housing Ombudsman Complaint Handling Code which became statutory on 1 April 2024.</p> <p>An improved complaints process is now embedded within our service which has improved complaint handling and response times.</p> <p>Performance against the code, our policy and processes is monitored on a monthly basis and reported to the housing management team.</p> <p>We have a dedicated role which co-ordinates our complaints, and have recently appointed a complaints officer who holds a caseload of complaints.</p> <p>Correct culture on complaints handling means complaint resolution is well managed and actions are clearer.</p> <p>The Corporate Complaints process has been revised with complaints being handled/ investigated within the service area. This increases awareness, accountability, and responsibility enhancing the potential for service area improvements. Resource implications of the revised process are being monitored and addressed.</p> <p>Staff training workshop completed in July 2023 with periodic refresher training. This includes policy awareness training including the positive benefits from complaints and consideration of Ombudsman complaints/ guidance.</p>	4 (2x2)	Mandatory training for all housing staff to be completed by the end of quarter, this will then be carried out periodically and when new staff join.

CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 17 (ORR 54)	Growth	Disabled Facilities Grant	<ul style="list-style-type: none"> Potential for government to clawback ~300K pa from 2020 onwards of Better Care Fund grant that is used on salaries of PSH team staff delivering adaptations, county project manager salary & countywide minor repairs contract and countywide deep clean contract 	<ul style="list-style-type: none"> Ambiguity over use of Better Care Fund on revenue exacerbated by non-statutory DLUHCs guidance produced by Foundations. 	<ul style="list-style-type: none"> Detriment to Council's financial position – reduction of reserves. 	Nat Slade

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
4 (1x4)	<ul style="list-style-type: none"> Risks applicable to all District & Borough Councils within the West Sussex Adaptations Project. Risks outlined by joint Project Manager considered by the inter-authority project Steering Group – recommendation made by Steering Group to WSCEO Group in June 2022 who decided to accept the risk and proceed with project. 	4 (1x4)	None identified.

CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 19	All Directorates	Littlehampton Harbour Board (LHB)	<p>Possibility of Arun District Council being liable to pay an unanticipated large sum of the LHB costs. The Council is legally obliged to fund 50% of LHB operational costs, WSCC funds the other 50%.</p> <p>The amount to be paid by the Council is in dispute and subject to litigation.</p> <p>The amount currently sought by the LHB would increase pressure on the Council's revenue budget and capital to the extent that the Council would need to identify major cuts to other services and projects.</p>	<p>LHB levy ADC to fund operational running costs because the LHB does not operate at a surplus.</p> <p>Additional expenditure would have a major impact on the Council's ability to achieve financial resilience – see CRR1-A.</p>	<p>Without mitigation, the Council would face a considerable additional revenue budget deficit per annum, on top of the existing structural budget deficit.</p> <p>A major reduction in the Council's revenue reserves, which would result in the issuing of a section 114 notice.</p>	Nat Slade/Tony Baden/Philippa Dart

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
16 (4x4)	<p>Various meetings and discussions have been held with the LHB and internally amongst officers.</p> <p>LHB have been advised that ADC does not consider itself liable for the costs of large infrastructure renewal schemes.</p> <p>Lead and Deputy Leader have been briefed and all Group Leaders will be briefed by 23/07/2024.</p>	8 (2x4)	Case meeting between Officers and the Council's legal representatives, to prepare papers for an independent judicial review.

CORPORATE RISK REGISTER- ENTRIES REMOVED

CRR 18 removed from the Corporate Risk Register in November 2023 as an auditor was identified for the housing benefit subsidy.						
CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 18	Finance	Housing Benefit Subsidy 2023/24	Delayed audit of the housing benefit subsidy	<p>External audit resource shortages (this applies to other local authorities and is not unique to Arun).</p> <p>Delays in the procurement/ appointment process.</p>	<p>Reimbursement of the housing benefit subsidy is denied or delayed. (Total value of the subsidy is c.£35- £45m for 2023/24).</p> <p>Financial penalties or sanctions- potential for 1 month's subsidy to be held back (approx. £2.5m).</p> <p>Budget implications.</p> <p>Reputational damage.</p>	Tony Baden

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
12 (3x4)	<p>Procurement advice from Hampshire County Council.</p> <p>Procurement process has commenced. Appointment of external auditor anticipated by 1st October 2023 (subject to expressions of interest).</p> <p>Liaise with the DWP to provide assurance that action is being taken to procure an auditor and complete the audit process as soon as possible.</p>	4 (1x4)	Review expressions of interest by 1st October and ask for price quotes.

CRR 4.3: Risk removed from the Corporate Risk Register as of 16th April 2024. PSN resources are now in place and the Council are in the process of completing the application for the PSN Certificate- this is now business as usual.

CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 4.3	All Directorates	ICT	Permission to connect to government systems such as DWP is revoked.	Lack of resources / not having a current code of connection certificate. Service provider not accepting mitigations and/or remediation plan.	Unable to undertake functions requiring access to government systems e.g. benefits processing.	Jackie Follis

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
12 (4x3)	Undertake annual IT Health Check, create and action remediation plan and submit application to Cabinet Office. Would need to look at another organisation to process DWP data for benefits.	6 (2x3)	Ensure sufficient resources allocated. New security post starts January 2024.

CRR 16: Risk removed from the Corporate Risk Register as of 18th June 2024. Chief Executive appointed and will commence employment on 29th July 2024.

CRR Ref	DIRECTORATE OR SERVICE AREA	RISK AREA	RISKS IDENTIFIED	CAUSES	EFFECTS	RISK OWNER
CRR 16	All Directorates	Chief Executive resignation/ vacancy	<p>Delayed or unsuccessful recruitment of replacement Chief Executive.</p> <p>Gaps in the delegation of decision- making, responsibility, and accountability.</p>	New administration wishes to explore all appropriate options regarding recruitment as part of the recruitment process.	<p>Breach of statutory obligations.</p> <p>Increased accountability, responsibility and pressure on directors and senior management.</p> <p>Lack of or reduced representation on external bodies.</p> <p>Strategic decisions delayed including transformation.</p> <p>Potential delay in delivering a significant improvement to the net budget position and implementation of Target Operating Model.</p> <p>Staff uncertainty and low staff morale.</p> <p>Reputational issues.</p> <p>Negative public perception.</p>	Karl Roberts/ Philippa Dart

GROSS RISK LEVEL (Risk is Likelihood x Impact)	EXISTING CONTROLS/ MITIGATING ACTIONS	NET RISK LEVEL (Risk is Likelihood x Impact)	FURTHER ACTIONS
16 (4x4)	<p>Robust recruitment process.</p> <p>Communication with staff to provide assurance.</p> <p>Communication with the public/ press releases.</p> <p>Secure political support for implementation of measure for early action on delivering a significant improvement to the net budget position and implementation of Target Operating Model.</p> <p>Appointment of current Directors as joint interim CEO's.</p>	4 (1x4)	<p>Role of CEO was advertised in March 2024 and interviews are scheduled for April 2024. Likely start date in August 2024.</p>