

		High 9 risks							
		Medium 7 & 8 risks							
		Risks to be deleted from next 1/4 profile							
		Risk reduced from last 1/4 profile							
		New risks							
Risks and Action Plan Risk Identified	Profile	Action Required to Address Risk	Target Date	Risk Category	Current position / progress	Status	Status	Current Rating	
		in order to reduce the risk	for action completion	Strategic, Operational, Project	as at 06/01/2012	as at Sept 11	as at Dec 11	as at March 12	
1	Reputational damage	Chief Executive	NONE	Strategic	Although this is identified as a risk, reputation damage is normally a consequence of other risks that have occurred. There are numerous controls in place in this profile, however if this did occur, the impact and likelihood of it happening has resulted in the High Red 9 rating	I = 3 L = 3 High 9	I = 3 L = 3 High 9	I = 3 L = 3 High 9	
2	Potential Claims growth	Chief Executive	Revise operating procedures to ensure they are more robust to defend claims whilst taking into account financial limitations	Jan-12	Strategic	Insurance renewal process currently being undertaken and the claims received are being reviewed to identify what areas seem to be receiving the most claims, in an attempt to change the way the sections work, thereby reducing if possible the number of claims in these areas.	I = 3 L = 3 High 9	I = 3 L = 3 High 9	I = 3 L = 3 High 9

Appendix X									
Risks and Action Plan Risk Identified	Profile	Action Required to Address Risk	Target Date	Risk Category	Current position / progress	Status	Status	Current Rating	
		in order to reduce the risk	for action completion	Strategic, Operational, Project	as at 06/01/2012	as at Sept 11	as at Dec 11	as at March 12	
3	ICT system failure	ICT services	Undertake works to complete a few minor issues, then the area to be made fire retardant	Feb-12	Operational	Minor works such as leaking radiators are outstanding. The fire retardant issues for the area are in hand with the property section to place orders and complete these works	I = 3 L = 3 High 9	I = 3 L = 3 High 9	I = 3 L = 3 High 9
4	Overall budget realisation fails	Resource & Support Services	NONE - this risk is outside of the council's control		Strategic	Numerous controls in place to deal with this internally such as monthly budget reports, MTFS continually reviewed, contingency fund available, realistic increases included in base figures	I = 3 L = 3 High 9	I = 3 L = 3 High 9	I = 3 L = 3 High 9
5	Breach of Data Protection Action	Resource & Support Services	A further training of the government protected marking scheme is to be rolled out across the council following the recent mandatory information security briefings to all staff	Mar-13	Strategic	This risk is currently being controlled - various training sessions have taken place with all staff, guidelines are available, data protection and information security training has taken place, however the overall impact and likelihood ratings have remained high.	I = 3 L = 3 High 9	I = 3 L = 3 High 9	I = 3 L = 3 High 9

Appendix X								
Risks and Action Plan	Profile	Action Required to Address Risk	Target Date	Risk Category	Current position / progress	Status	Status	Current Rating
Risk Identified		in order to reduce the risk	for action completion	Strategic, Operational, Project	as at 06/01/2012	as at Sept 11	as at Dec 11	as at March 12
6	Increase in Fees and Charges does not result in higher income levels	Balances / Contingency Reserve 2012/13	NONE	Project	The control measures in place currently secure this risk as it is, however if any issues arise it is monitored as part of the financial system		I = 2 L = 3 Medium 8	I = 2 L = 3 Medium 8
7	Fall in interest rates reduces income to the Council	Balances / Contingency Reserve 2012/13	NONE	Project	This risk is somewhat out of the control of the council		I = 2 L = 3 Medium 8	I = 2 L = 3 Medium 8
8	Abuse of email facility	Fraud Awareness	The updated online fraud and corruption data package now contains an elearning training module on misuse of time and resources on email and internet facilities. Roll out then needs to be done to all staff	Mar-13	Operational	The control measures in place currently secure this risk as it is. The rating is low impact, high likelihood but the mailmeter reports sent to Heads of Service allow the corrective measures when required, to be implemented in line with the disciplinary procedures of the council.	I = 1 L = 3 Medium 7	I = 1 L = 3 Medium 7
9	Failure to achieve service cost savings in 2012/13 and 2013/14	Recycling Strategy	Contract to be legally extended to current contractors	Jan-12	Project	Approval given for the 2 year extension to the current contract	I = 2 L = 3 Medium 8	I = 2 L = 3 Medium 8
10	Possible receipt of malicious package at the Civic Offices	Customer Services	NONE	Operational	The post opening procedures are kept up to date, however the risk is a low impact, high likelihood	I = 1 L = 3 Medium 7	I = 1 L = 3 Medium 7	I = 1 L = 3 Medium 7

Appendix X									
Risks and Action Plan Risk Identified	Profile	Action Required to Address Risk	Target Date	Risk Category	Current position / progress	Status	Status	Current Rating	
		in order to reduce the risk	for action completion	Strategic, Operational, Project	as at 06/01/2012	as at Sept 11	as at Dec 11	as at March 12	
11	Failure to identify a suitable primary authority business partner	Primary Authority Scheme	Contact with businesses taken place, liaison with SCC to become a partner, undertake separate meetings with businesses to discuss	Dec-11	Project	Following approval by Cabinet, actions were commenced and as of yet, not interest has been shown by businesses or potential partners - no further action being considered. The risk has occurred in effect but the impact on the council is low - risk profile will be closed and archived for the next quarter, with the potential to re-open if necessary	I = 1 L = 3 Medium 7	I = 1 L = 3 Medium 7	I = 1 L = 3 Medium 7
12	Failure of Keele Golf Course to continue trading under current contractor	Regeneration & Development	To clarify the potential contingency arrangements for operating the course on an in-house or interim management arrangement in the event that the current tenant becomes insolvent or divests himself of the responsibility.	Jun-12	Strategic	Continuous monitoring and contact with the current contractor takes place on a monthly basis to establish the situation is in a manageable place for both the council and the contractor			I = 2 L = 3 Medium 8