

Report to the Council

Committee: Cabinet

Subject: Performance Management Portfolio

Date: 2 November 2010

Portfolio Holder: Councillor Richard Bassett

Item: 6 (i)

Risk management register

At the recent Finance and Performance Management Cabinet Committee the Corporate Risk Register was reviewed following a request at a previous meeting for a full review as it was felt that a number of risks were obsolete. It was concluded that seven risks could be deleted, four ratings upgraded, four ratings downgraded and one new risk added.

The proposed new risk, (Risk 32), was concerned with the Loss of On-Street Civil Parking Enforcement, and had been rated as 'Significant Likelihood, Marginal Impact' (C3). This new risk had been generated by the withdrawal of the on-street civil parking enforcement agency agreement by the County Council at the end of March 2011. The District Council is currently not in deficit as the function had been outsourced, with the current contract scheduled to expire in October 2012. The new partnership arrangements with other District Councils in north Essex proposed by the County Council could lead to Epping Forest having to help fund a future deficit arising in the partnership. It was considered difficult for the Council to contract out of the proposed shared arrangements, although it was understood that outsourcing was not being considered by the County Council at the current time. There is some concern the quality of parking enforcement within the District could suffer as a consequence of the new arrangements.

The other changes to the register are the removal of the 7 risks below:

- risk 7a, Compliance with Regulations;
- risk 7b, Public comments at Member level may commit the Council to policies or actions;
- risk 10, Revised Organisational Structure;
- risk 12, Gershon – rule changes;
- risk 19, Planning Service does not improve;
- risk 21, Use of Council assets;
- risk 25, Management Capacity in Planning;

The changes to risk status are:

- Risk 5, Public Service Reorganisation which is detrimental to the Council & Community, be upgraded from 'Very Low' to 'Low';
- Risk 16, Performance Management, be downgraded from 'Low' to 'Very Low';
- Risk 22, Key Partnership fails, be uprated from 'Low' to 'Significant';
- Risk 23, Fraud, be upgraded from 'Very Low' to 'Significant';
- Risk 26, Investments, be downgraded from 'Significant' to 'Low';
- Risk 29, Gypsy & Traveller Provision, be downgraded from 'High' to 'Significant';

- Risk 30, Reduction in Government Grant, be updated from 'High' to 'Very High';

Value for Money and Data Quality Strategies 2010/11 – 2012/13

I spoke about these reports in my last report and these have now been approved by the Finance and Performance Management Cabinet Committee. These revised strategies built upon work undertaken over the last two years, and sought to address issues arising from recent Use of Resources judgments, and to highlight areas of best practice.

Staff Policies

Following concerns about availability of staff resources in the bad weather last year various discussions were held over what would be the best way to prevent the peak in staff using up holiday entitlement at the end of the holiday year. It was decided that the best way forward was to split the holiday year into two dates 6 months apart. The department managers would agree with their staff on what dates individuals would use but it would be with the intention of splitting dates for similar staff functions to ensure that resources would be available in these unexpected peaks.

We have also reviewed with staff the new Flexi-Time recording system which is designed to replace the myriad of existing systems with a standard online system which will allow managers and staff to manage their time with greater efficiency. A trial would be started shortly to pick up any issues before a full roll out.

A review of the Council's E-Mail policy has also been conducted with a new policy suggested. This has been reviewed by the JCC and whilst we understand the principle of what is trying to be achieved the JCC suggested some changes which will make management easier.