

Appendix 1

Name and Description of risk	Potential impact	Inherent (gross) risk level (before Controls)	Controls	Control assessment	Lead Member	Risk owner	Risk manager	Residual risk level (after existing controls)		Direction of travel	Mitigating actions (to address control issues)	Comments	Last updated			
								Probability	Impact					Rating		
L01 - Financial resilience – Failure to react to external financial impacts, new policy and increased service demand. Poor investment and asset management decisions.	Reduced medium and long term financial viability	4	4	16	Medium Term Revenue Plan reported regularly to members.	Fully	Councillor L.McLean	Michael Furness	Joanne Kaye	4	4	16	↔	This continuous process will include reviewing budget monitoring, active budget management, and reflection of economic and Local Government sector trends in the MTFS. Wherever possible, policy decisions will be taken as soon as possible, rather than waiting until the February Council meeting which sets the annual budget. This will allow officers to be ready to implement, or have implemented, policy decisions which will maximise positive impacts on the budget. The budget for 2024/25 was agreed with savings proposals identified to contribute to addressing forecast reductions in funding. Close monitoring of the delivery of the savings programme will take place throughout 2024/25 with mitigations required if slippage is identified. Integration and continued development of Performance, Finance and Risk reporting Internal Audits being undertaken for core financial activity and capital as well as service activity Introduction and implementation of an Asset Management Strategy Capital & Investment Strategy agreed annually Posts are filled by appropriately qualified individuals Regular involvement and engagement with colleagues across the county Regular member training and support Regular utilisation of advisors as appropriate Summarise and distribute announcements to CLT and members. Timely and good quality budget management reports, particularly property income and capital Work is underway to maximise the impact of the available space in Banbury town centre	Risk reviewed on 09/04/24 - No changes	
	Reduction in services to customers	Balanced medium term and dynamic ability to prioritise resources	Fully													
	Increased volatility and inability to manage and respond to changes in funding levels	Highly professional, competent, qualified staff	Partially													
	Reduced financial returns (or losses) on investment	Good networks established locally, regionally and nationally.	Fully													
	Inability to deliver financial efficiencies	Strong shareholder function and relationships with subsidiaries	Fully													
	Exposure to commercial pressures in relation to regeneration projects.	Financial returns from the subsidiaries are not included in the MTFS until they are reasonably assured to materialise.	Partially													
	Poor customer service and satisfaction	National guidance interpreting legislation available and used regularly.	Fully													
	Increased complexity in governance arrangements	Progress regeneration plans in a coordinated manner. Participate in Oxfordshire Treasurers' Association's work streams.	Fully													
	Lack of officer capacity to meet service demand	Review of best practice guidance from bodies such as CIPFA, LGA and NAO.	Fully													
	Lack of financial awareness and understanding throughout the council	Treasury management and capital & Investment strategies in place in place. Regular financial and performance monitoring in place.	Fully													
	Increased inflation in the costs of capital schemes	Independent third party advisers in place. Regular bulletins and advice received from advisers. Property portfolio income monitored through financial management arrangements on a regular basis.	Fully													
Increased inflation in revenue costs	Independent third party advisers in place Asset Management Strategy in place and embedded Transformation Programme in place to deliver efficiencies and increased income in the future	Fully Fully Partially														
L02 - Statutory functions – Failure to meet statutory obligations and policy and legislative changes are not anticipated or planned for.	Legal challenge	3	4	12	Embedded system of legislation and policy tracking in place, with clear accountabilities, reviewed regularly by Directors.	Partially	Councillor L.McLean	Stephen Hinds	Shiraz Sheikh	3	3	9	↔	Ensure Committee forward plans are reviewed regularly by senior officers. Ensure Internal Audit plan focusses on key leadership risks. Establish corporate repository and accountability for policy/legislative changes taking into consideration all of the Council's functions. External support secured for key corporate projects including Growth Deal and IT Transformation Programme. Learning and development opportunities identified and promoted by the Chief Executive and Directors. First tranche of Senior Leadership training/development begins in August, and is cascaded throughout 2022/23. Staff briefings on rules and procedures by MO Review Directorate/Service risk registers. Ensure Committee forward plans are reviewed regularly by senior officers. Ensure Internal Audit plan focusses on key leadership risks. Establish corporate repository and accountability for policy/legislative changes taking into consideration all of the Council's functions. External support secured for key corporate projects including Growth Deal and IT Transformation Programme. Review Directorate/Service risk registers.	No changes at present. Procurement Act 2023 implementation work has now underway.	Risks reviewed on 03/04/24 - No changes
	Loss of opportunity to influence national policy / legislation	Clear accountability for responding to consultations with defined process to ensure Member engagement	Fully													
	Financial penalties	National guidance interpreting legislation available and used regularly	Fully													
	Reduced service to customers	Risks and issues associated with Statutory functions incorporated into Directorate Risk Registers and regularly reviewed.	Fully													
	Inability to deliver council's plans	Clear accountability for horizon scanning, risk identification / categorisation / escalation and policy interpretation in place	Partially													
	Exposure to commercial pressures	Robust Committee forward plans to allow member oversight of policy issues and risk management, including Scrutiny and Audit	Fully													
	Reduced resilience and business continuity	Internal Audit Plan risk based to provide necessary assurances	Fully													
	Reduced staff morale, increased workload and uncertainty may lead to loss of good people	Strong networks established locally, regionally and nationally to ensure influence on policy issues. In addition two Directors hold leading national roles Senior Members aware and briefed regularly in 1:1s by Directors Arrangements in place to source appropriate interim resource if needed Ongoing programme of internal communication Programme Boards in place to oversee key corporate projects and ensure resources are allocated as required. Extended Leadership Team (ELT) Meetings established to oversee and provide assurance on key organisational matters including resourcing.	Fully Fully Fully Fully Fully Fully													

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		4		Fully effective Partially effective Not effective				2	4				
L06 - Safeguarding the Vulnerable – Operational and partnership actions- Increased harm and distress caused to vulnerable individuals and their families. Failure to work effectively with partners to identify and protect vulnerable people in the district and disrupt exploitation leaving vulnerable people at risk or subject to exploitation.	Council subject to external reviews	4	Engagement with the Oxfordshire partnerships protocol review to identify improvements to local arrangements in support of the strategic partnerships. Outcomes of review to be implemented.	Partially	Councillor R. Parkinson	Ian Boll	Tim Hughes	2	4	8	↔	Continue in linking in with Oxfordshire partnerships protocol review to ensure outcomes relevant to CDC are understood and implemented as necessary.	Risk reviewed on 09/04/2024 - No change
	Criminal investigations potentially compromised	4	Child Exploitation prevalence report reviewed with LPA Commander following each CE sub-group meeting.	Fully							Exploitation concerns and actions discussed routinely at Joint Agency Tasking and Co-ordination meetings on a monthly basis		
	Potential financial liability if council deemed to be negligent.	4	Community based exploitation disruption coordinated through the Joint Agency Tasking and Coordination Process.	Fully									
	Reputational damage to the council.	4											
L07 - Health and safety Unsafe services leading to fatality, serious injury & ill health to employees, service users or members of the public Failure to ensure effective arrangements are in place for Health and Safety.	Unsafe services leading to fatality, serious injury & ill health to employees, service users or members of the public	5	Corporate H&S governance arrangements and policies are regularly reviewed and updated by the Corporate H&S Team and monitored by the H&S Assurance Board.	Fully	Councillor C. Brant	Claire Cox	Ruth Wooldridge	3	4	12	↔	Corporate H&S Auditing and Inspection programme on track. Reports issued to managers and actions tracked for completion. Work ongoing with 2 audits per calendar month.	Risk reviewed on 11/04/2024 - No changes
	Criminal prosecution for failings Breach of legislation and potential for enforcement action.	4	Directors and service leads are responsible for ensuring H&S arrangements are in place within their areas or responsibility. Managers are responsible for ensuring operational health and safety risks are assessed and effective control measures implemented.	Fully							Work still in progress with service areas around the corporate H&S register, which will be managed and monitored with a focus on the depots as our highest risk areas.		
	Financial impact (compensation or improvement actions)	4	Consultation with employee representatives via employer and union consultative committees (Unison)	Fully							Post decoupling senior management will have monthly monitoring of H&S matters as a standing item at senior management meetings.		
	Reputational Impact	4	Corporate H&S Training provided via corporate learning and development programme. Training for operational risks may be organised by services.	Fully							Relevant and required policies and procedures are being reviewed.		
		4	H&S performance monitored by accident and incident reports and corporate H&S auditing and inspection programme.	Fully							Working with service areas to ensure that suitable risk assessments are in place.		
		4	H&S information is disseminated via internal communications and updates to ELT and other relevant meetings.	Fully									
L08 - Cyber Security -If there is insufficient security with regards to the data held and IT systems used by the councils and insufficient protection against malicious attacks on council's systems then there is a risk of: a data breach, or a loss of service.	Financial loss / fine	4	File and data encryption on computer devices	Fully	Councillor C.Brant	Stephen Hinds	David Spilsbury	3	5	15	↔	Additional 3rd party monitoring in place using a SIEM tool and 24/7 monitoring via a SOC.	Risk updated on 09/04/2024 - Mitigating actions updated
	Prosecution – penalties imposed	4	Managing access permissions and privileged users through AD and individual applications	Fully							All staff reminded to be vigilant to unexpected emails due to the heightened risk of cyber-attack due to escalating tensions in Eastern Europe and at critical periods such as the run up to Elections		
	Individuals could be placed at risk of harm	4	Schedule of regular security patching	Fully							Cyber Security advice and guidance regularly highlighted to all staff.		
	Reduced capability to deliver customer facing services	4	Vulnerability scanning	Fully							Cyber Security is mandatory e-learning for all staff to be completed annually and is part of new starters induction training. Additionally regular Mimecast videos sent to all users for bitesize regular training.		
	Unlawful disclosure of sensitive information	4	Malware protection and detection	Fully							Cyber Security Officer has reviewed advice and provided assurance on our compliance.		
	Inability to share services or work with partners	4	Effective information management and security training and awareness programme for staff	Fully							External Health Check undertaken each year and Cabinet Office PSN compliance reviewed and certified each year to ensure the infrastructure is secure to connect to the PSN.		
	Loss of reputation	4	Password and Multi Factor Authentication security controls in place	Fully							Internal Audit completed cyber audits with no major issues or significant risks identified.		
	Increased threat to security due to most staff working from home	4	Robust information and data related incident management procedures in place	Fully							IT implemented an intrusion prevention and detection system which is monitored, and regular actions are implemented from the resulting reports.		
		4	Appropriate robust contractual arrangements in place with all third parties that supply systems or data processing services	Fully							IT Officer has specific responsibility for Cyber Security and we have engaged a specialist partner to advise on industry best practices and standards.		
		4	Appropriate plans in place to ensure ongoing PSN compliance	Fully							Microsoft Multi-Factor Authentication is embedded to authenticate users providing an enhanced level of cyber security.		
		4	Adequate preventative measures in place to mitigate insider threat, including physical and system security	Fully									
		4	Insider threat mitigated through recruitment and line management processes	Fully									
		4	A complete restructure and update of the technical approach for the infrastructure has resulted in a move to a zero trust model.	Fully									
	4	Advice received from NCSC on specific activity alerts, the increased threat of globalised ransomware and malware attacks.	Fully										
	4	Mimecast awareness training and comprehensive defence system deployed to improve email security.	Fully										

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L09 - Safeguarding the vulnerable - Internal procedures- Failure to follow our internal policies and procedures in relation to safeguarding vulnerable adults and children or raising concerns about their welfare.	Increased harm and distress caused to vulnerable individuals and their families	4	4	16	Fully effective Partially effective Not effective	Councillor R. Pattenden	Ian Boll	Nicola Riley	2	4	8	↔	Action plan acted upon and shared with Overview and scrutiny committee once a year Annual refresher and new training programmes including training for new members Continue to attend safeguarding board sub groups as necessary to maintain high levels of awareness within the system and compliance with latest practice Corporate monitoring of all referrals Ensure web pages remain up to date Monitoring of implementation of corporate policies and procedures to ensure fully embedded Regular internal cross departmental meetings to discuss safeguarding practice SAR's and Lessons Learned reports circulated to improve practice and knowledge.	Monthly Safeguarding training/ briefings continue with good attendance, Safeguarding News Bulletin to all safeguarding champions keeps Safeguarding at the forefront and identifies shared learning . Outcome of the Peer review was excellent and actions arising will be picked up in Q1and 2 24/25.	Risk reviewed on 10/04/2024 - Comments updated
	Council could face criminal prosecution				Fully										
	Criminal investigations potentially compromised				Fully										
	Potential financial liability if council deemed to be negligent				Fully										
	Reputational damage to the council				Fully										
					Fully										
					Fully										
					Fully										
L10 - Sustainability of Council owned companies and delivery of planned financial and other objectives - Failure of council owned companies to achieve their intended outcomes or fail to meet financial objectives	Unclear governance leading to lack of clarity and oversight in terms of financial and business outcomes	3	5	15	Fully	Councillor D. Hingley	Gordon Stewart	Stephen Hinds	2	3	6	↔	A Shareholder Representative was appointed and regular governance arrangements are in place. Resilience and support being developed across business to support and enhance knowledge around council companies. Skills and experience being enhanced to deliver and support development, challenge and oversight. Work with one company to ensure long term support arrangements are put in place.	Risk reviewed 01/04/2024 - No changes	
	Failure of council owned companies to achieve their intended outcomes or fail to meet financial objectives				Fully										
	Lack of understanding at officer and member level about the different roles of responsibilities required when managing council owned companies				Partially										
					Fully										
					Partially										

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L12 - Corporate Governance - Failure of corporate governance leads to negative impact on service delivery or the implementation of major projects providing value to customers.	Threat to service delivery and performance if good management practices and controls are not adhered to.	4	4	16	Clear and robust control framework including: constitution, scheme of delegation, ethical walls policy etc.	Fully	Councillor C. Brant	Stephen Hinds	Shiraz Sheikh	3	3	9	↔	External Audit - external audit issue an opinion on the accounts and the Council's arrangements for securing Value for Money. The Council's Annual Governance Statement and Code of Corporate Governance. At least annually, a review of effectiveness of governance framework including the system of internal control and AGS is published. The work is informed by the Corporate Governance and Oversight Group. CLT & ELT has responsibility of maintenance of the governance environment.	Risk reviewed - 09/04/2024 no changes
				Member Scrutiny - OSC function, Council Executive, AARC and Standards Committees	Fully										
	Risk of ultra vires activity or lack of legal compliance				Clear accountability and resource for corporate governance (including the shareholder role).	Fully									
	Risk of fraud or corruption				Integrated budget, performance and risk reporting framework.	Fully									
	Risk to financial sustainability if lack of governance results in poor investment decisions or budgetary control.				Corporate programme office and project management framework. Includes project and programme governance.	Partially									
	Failure of corporate governance in terms of major projects, budgets or council owned companies impacts upon financial sustainability of the council.				Internal audit programme aligned to leadership risk register.	Fully									
	Inability to support Council's democratic functions / obligations (e.g. return to physical public meetings and public access to meetings).				Training and development resource targeted to address priority issues; examples include GDPR, safeguarding etc.	Partially									
	Elements of the COVID-19 response and recovery work may be compromised, delayed or not taken forwards.				HR policy framework.	Partially									
L13 - Monitoring and management of Major Infrastructure Projects and Programmes - Failure to properly manage and monitor the various residual Oxfordshire Housing and Growth Deal infrastructure projects.	Failure to actively manage the various Infrastructure Projects and Programmes, particularly in relation to those being delivered by Oxfordshire County Council, could lead to delays or failure to deliver timely obligations, which could lead to HM Government holding back some or all of its funding, or requiring repayment.	4	5	20	Need to establish appropriate officer and stakeholder governance structures to support effective programme delivery.	Partially	Councillor I. Middleton	Ian Boll	Robert Jolley	4	3	12	↔	Establishment of appropriate officer and stakeholder governance structures to support effective programme delivery Institute regular and effective dialogue with developers	Risk reviewed on 03/04/24 - No changes
	Delivery of Infrastructure projects fail to accelerate housing delivery as commercial pressures impact house builders				Need to institute regular and effective dialogue with developers.	Partially									
L14 - Workforce Strategy The lack of effective workforce strategies could impact on our ability to deliver Council priorities and services.	Limit our ability to recruit, retain and develop staff	3	4	12	Analysis of workforce data and on-going monitoring of issues.	Partially	Councillor C. Brant	Stephen Hinds	Claire Cox	3	4	12	↔	There are indications that specific service areas are continue to experience recruitment difficulties for professional roles. HR is working with the relevant directors to consider alternative resourcing methods. Development of new L&D strategy, including apprenticeships. Development of relevant workforce plans. Development of specific recruitment and retention strategies. It is planned for CDC to develop a framework that suits the needs of all services ensuring that the Council has access to a much wider pool of staffing agencies at competitive rates. The new IT system has been implemented to improve our workforce data and continues to be develop to improve our ability to interrogate and access key data (ongoing) in order to inform workforce strategies.	Risk reviewed - 09/04/2024 no changes
	Impact on our ability to deliver high quality services				Key staff in post to address risks (e.g. strategic HR business partners)	Fully									
	Overreliance on temporary staff				Weekly Vacancy Management process in place	Fully									
	Additional training and development costs				Ongoing service redesign will set out long term service requirements	Partially									