

Public Document Pack



**Corporate Policy and Performance Board
Supplementary Agenda
Tuesday, 6 November 2018 6.30 p.m.
Civic Suite - Town Hall, Runcorn**

A handwritten signature in black ink that reads 'David WR'.

Chief Executive

BOARD MEMBERSHIP

Councillor Robert Gilligan (Chair)	Labour
Councillor Ged Philbin (Vice-Chair)	Labour
Councillor John Abbott	Labour
Councillor Harry Howard	Labour
Councillor Martha Lloyd Jones	Labour
Councillor Chris Loftus	Labour
Councillor Alan Lowe	Labour
Councillor Angela McInerney	Labour
Councillor Norman Plumpton Walsh	Labour
Councillor Joe Roberts	Labour
Councillor Kevan Wainwright	Labour

*Please contact Gill Ferguson on 0151 511 8059 or gill.ferguson@halton.gov.uk for further information.
The next meeting of the Board is on Tuesday, 29 January 2019*

**ITEMS TO BE DEALT WITH
IN THE PRESENCE OF THE PRESS AND PUBLIC**

Part I

Item No.	Page No.
(D) IMPLEMENTATION OF HIGH RISK MITIGATION MEASURES - QUARTER 2 TO 30 SEPTEMBER 2018	1 - 5

In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.

Implementation of High Risk Mitigation Measures (Enterprise, Community and Resources) – Quarter 2 to 30th September 2018

The purpose of this report is to provide an update concerning the implementation of mitigation measures for those areas of risk which have been assessed as high within the Directorate Risk Register.

Business Area – Financial Management

Assessment of current risk		Impact (Severity)	Likelihood (Probability)	Score (I x L)		
ECR R1	Failure to set a balanced budget, capital programme and council tax in accordance with statutory requirements <i>(Strategic Priority: Corporate effectiveness and business efficiency)</i>	4	4	16		
Risk control measure(s)		Lead Officer	Timescale Review	Residual Impact	Residual Likelihood	Residual Score
R1 a	<i>Medium Term Financial Strategy is updated regularly and informs the budget preparation process which is driven by Management Team and the Members' Budget Working Group.</i>	Ed Dawson Operational Director (Finance)	Annually	4	3	12
R1 b	<i>Given the current scale of Government grant reductions, a strategy for development of budget proposals has been adopted by Management Team and the process for identifying proposals commenced as early as possible.</i>					
R1 c	<i>The budget timetable is structured to ensure the budget preparation process results in approval by Council and in advance of statutory deadline. Regular monitoring ensures the process is kept on track.</i>					
R1 d	<i>Initial budget proposals are presented to Council in December, with further proposals presented to Council in March, to ensure delivery of a balanced budget, capital programme and council tax.</i>					
R1 e	<i>Detailed guidance is provided to all budget managers regarding the process and the timetable to be followed.</i>					
R1 f	<i>The budget is prepared in accordance with statutory requirements and the S151 Officer ensures a balanced budget and council tax is presented for approval by Council.</i>					
R1 g	<i>Collection Fund (Business Rates and Council Tax) balances are monitored on a monthly basis, so that early consideration can be given to the impact of actual collection rates on future budget setting.</i>					

Implementation of High Risk Mitigation Measures (Enterprise, Community and Resources) – Quarter 2 to 30th September 2018

Progress update

- R1a – The Medium Term Financial Strategy is being updated and will be reported to Executive Board on 15th November 2018. This will inform the budget preparation process being driven by Management Team and the Members’ Budget Working Group.
- R1b – The process for identifying budget savings to meet the forecast budget gap for 2019/20 has been underway for a number of months via Management Team and with meetings of the Budget Working Group.
- R1c & d Initial budget proposals will be considered by Executive Board on 15th November 2018 and recommended for approval by Council on 12th December 2018. Further proposals to deliver a balanced budget will be considered by Council on 6th March 2019.
- R1e – Detailed budget preparation guidance and a timetable has been issued to all Budget Managers, who are also being supported by Finance Officers.
- R1f – The estimated Council Tax Base for 2019/20 was considered by Executive Board on 15th November 2018 and recommended for approval by Council on 12th December 2018. All budget saving proposals are scrutinised by the Finance Department to ensure their robustness, prior to them being presented for consideration by the Budget Working Group.
- R1g – Business rates and council tax collection rates are being monitored regularly and are reported quarterly to Executive Board and Corporate Policy and Performance Board. The Collection Fund has been monitored closely and as a result the current surplus will be used as a one-off saving to assist with balancing the 2019/20 budget. Police and Fire will be notified as to their respective shares of the Collection Fund surplus. The latest position on collection rates has been taken into account when preparing the Medium Term Financial Strategy.

Assessment of current risk - (Financial Management cont’d)			Impact (Severity)	Likelihood (Probability)	Score (I x L)	
ECR R4	Failure to contain overall spending for the financial year within the Council’s annual net budget. <i>(Strategic Priority: Corporate effectiveness and business efficiency)</i>		4	4	16	
Risk control measure(s)		Lead Officer	Timescale Review	Residual Impact	Residual Likelihood	Residual Score
<i>R4 a</i>	<i>Budget monitoring reports are prepared on a quarterly basis and reported to Management Team, Executive Board and Policy & Performance Boards.</i>	Operational Director (Finance)	Annually	4	3	12
<i>R4 b</i>	<i>A budget risk register is maintained with quarterly updates to Management Team.</i>					

Implementation of High Risk Mitigation Measures (Enterprise, Community and Resources) – Quarter 2 to 30th September 2018

Assessment of current risk - (Financial Management cont'd)		Impact (Severity)	Likelihood (Probability)	Score (I x L)		
ECR R4	Failure to contain overall spending for the financial year within the Council's annual net budget. <i>(Strategic Priority: Corporate effectiveness and business efficiency)</i>	4	4	16		
Risk control measure(s)		Lead Officer	Timescale Review	Residual Impact	Residual Likelihood	Residual Score
R4 c	<i>Budget monitoring is undertaken on a day to day basis between Finance Officers and Budget Holders. Budget monitoring reports are sent monthly to all Budget Holders to assist them to check spend, highlight budget variances and review outstanding commitments.</i>					
R4 d	<i>Action plans put in place and monitored for services identified as potentially overspending significantly against budget, which includes regular monitoring of trends and forecasts for demand led services.</i>					
R4 e	<i>Reasonable levels of general and earmarked reserves are maintained in order to minimise the impact of budget overspends.</i>					

Progress update

R4a – The Council-wide quarter 2 budget monitoring report will be presented to Management Team and then to Executive Board on 15th November 2018. Thereafter each Department's financial position will be reported to the relevant Policy & Performance Board.

R4b – The budget risk register will be updated at the end of Quarter 2 and presented to Management Team during November 2018.

R4c – Budget monitoring is being undertaken on a daily basis by Finance Officers in liaison with Budget Managers. The latter have been issued with budget monitoring reports for their areas on a monthly basis.

R4d – Management Team have received progress reports from those Departments who are currently spending over budget, which outline the steps being taken to bring spending back in line with budget as far as possible by year-end.

R4e – The level of reserves is reviewed each quarter to ensure they remain reasonable given the spending pressures facing the Council and the outcome is reported to Executive Board. The Reserves and Balances Strategy is being updated and will be presented to Executive Board as part of the Medium Term Financial Strategy on 15th November 2018.

Implementation of High Risk Mitigation Measures (Enterprise, Community and Resources) – Quarter 2 to 30th September 2018

Business Area – ICT Services

Assessment of current risk			Impact (Severity)	Likelihood (Probability)	Score (I x L)		
ECR R5	Network problems or failure prevents the delivery of Council Services. <i>(Strategic Priority: Corporate effectiveness and business efficiency)</i>		4	3	12		
Risk control measure(s)			Lead Officer	Timescale Review	Residual Impact	Residual Likelihood	Residual Score
<i>R5 a</i>	<i>Business Continuity Plans / Disaster Recovery Plans in Place</i>		Operational Director (ICT & Admin)	Annually	3	2	6
<i>R5 b</i>	<i>Key Services identified so that when network problems occur those areas are given priority</i>						

Progress update

Supporting the BCP and DR plans in place: Desktop and Server access is now split across Two data centre locations, Picow Farm Runcorn and Municipal Building Widnes. Both sites are serviced through separate network connections and separate internet connections allowing access through both the internal and external remote access solutions for the Halton Cloud Services.

New Backup and Restore software has now been purchased and implemented, linked to this over the next 12 months will be a replacement and upgrade of the data storage hardware systems and software management solutions to compliment the upgrade of the Back-up and Restore facilities.

Plans are now in place to connect the Two data centre locations within Runcorn and Widnes through the use of a dedicated private Fibre connection, surveys have taken place and upon completion of the Silver Jubilee Bridge works the process of installation will take place linking all Three major Office locations within Runcorn Town Hall, Picow Data Centre/Records Management Unit and the Municipal Building all with full privately owned fibre connection. This will remove the reliance upon 3rd party network connection provision between these locations although Internet connection by its very nature will remain as a 3rd party provisioned service.

Key Services: Key applications are split across both Data Centre locations, linked to desktop provision now split across the two locations. The service will endeavour to maintain this solution but as more 3rd party systems become cloud based through 3rd party suppliers the reliance upon the authorities 3rd party Internet connection will increase and will remain a risk. This is mitigated by Three separate connections out of three locations, by two suppliers but any wider regional or national network management is not controlled by the authority. Remote services by their very nature require Internet access.

Implementation of High Risk Mitigation Measures (Enterprise, Community and Resources) – Quarter 2 to 30th September 2018

Business Area – Legal & Democratic Services

Assessment of current risk		Impact (Severity)	Likelihood (Probability)	Score (I x L)		
ECR R8	Failure to implement effective Corporate Governance Arrangements results in decision making which lacks transparency, accountability, and efficiency. <i>(Strategic Priority: Corporate effectiveness and business efficiency)</i>	4	3	12		
Risk control measure(s)		Lead Officer	Timescale Review	Residual Impact	Residual Likelihood	Residual Score
<i>R8 a</i>	<i>Standard Report formats</i>	Operational Director (Legal & Democratic Services)	Annually	4	1	4
<i>R8 b</i>	<i>Adoption of a written Constitution reviewed annually</i>					
<i>R8 c</i>	<i>Implementation of statutory access to information requirements</i>					
<i>R8 d</i>	<i>Implementation of Overview and Scrutiny arrangements</i>					

Progress update

Standard report formats remain in place and are kept under review to ensure that they continue to be fit for purpose.

The revised Constitution was approved at Annual Council in May 2018 following a recommendation by Executive Board.

Access to information requirements are kept under constant review. Extensive work and training was carried out concerning the implementation of the General Data Protection Regulation in May 2018 and all staff were required to complete an e-training module.

Overview and Scrutiny arrangements continue to operate effectively and necessary amendments are made as & when required.