

Corporate Risk Register - Vale of White Horse District Council

VWHDC Corporate Strategic Themes												
Va	All themes											
Vb	Providing the homes people need											
Vc	Tackling Climate Emergency											
Vd	Building Healthy Communities											
Ve	Building Stable Finances											
Vf	Working in Partnership											
Vg	Working in an open and inclusive way											
A	B	C	D	E	F	G	H	I	J	K	L	
Risk No/Ref	Corporate Strategic Themes	Risk category	Risk description / consequences	Gross risk rating 3+3	Risk owner	Mitigation actions	Action owner	Net risk rating 3+3 matrix	Tolerable Y/N	Further mitigation actions if required	Review by when	
75	Vd Vb Vf	Statutory	Failure to provide suitable temporary housing for the asylum refugees in our district and the inability to safely manage the requirements of various resettlement schemes (ARAP, ACRS, Homes for Ukraine, Syrian etc). May result in: Councils unready for imminent arrival of families, properties not available so unable to meet commitment to resettle families and results in the council not fulfilling its statutory obligations as the levels of homelessness increase. Whilst unsuccessful integration would result in disruption for families or the local community	9	Mark Stone, Adrianna Partridge, Suzanne Malcolm	Housing delivery strategy agreed 2022. S/V have a dedicated team to host the Oxfordshire wide project to investigate accommodation options in the short term to enable refugees to 'move on' from hosted to independent accommodation, funded by central government. Capital funding from the council to purchase property DHLUC funding to deliver a number of homes through the (LA Housing Fund - LAHF) Collaborative working across property team and housing teams to deliver suitable housing within the tight time frame. Cabinet and council approval for approach providing budget to proceed. Contract procurement is underway. Staff have been recruited and are in place. Council have completed homelessness applications for refugees living in bridging hotels. The Didcot hotel in our district will be used as an interim hotel until December . Gold and Silver Oxfordshire systems still in place to manage community wellbeing and community tensions. Resettlement Lead Officer appointed to lead on the schemes. SFA and LAHF schemes designed to make up to 100 properties available for use by these groups Specific funding schemes available to support each group Established Ukraine housing team, and Housing Capacity Manager post has been extended Council is part of county-wide resettlement team supporting Ukraine families Close working with OCC, other local authorities, DLUHC, Home Office and SESPM	Adrianna Partridge/Ben Coleman	7	Y	Complete the contract procurement processes continue with weekly meetings across council teams.	Oct-23	
50	Va	Operational	Third party contractors Business Continuity Plans (BCP) and file back ups are not fit for purpose and may result in poor customer service and loss of council reputation if there a) is failure of IT infrastructure. b) Disaster Recovery Incident c) Loss of corporate data and possible data breach	8	Mark Stone, Adrianna Partridge, Suzanne Malcolm	IT There is a review of the IT Business continuity Plan (BCP) across 5CP . Ongoing review council Business Resilience Plans (BRP's) IT arrangements . Capita have 30 days of back up at any one time. Because there is no immutable backup of councils' data and application within Capita network, 5C partners are exploring implementation of offline backups for council data stored on Capita network via 3rd party supplier, still wip External funding has been provided to assist in implementation and deployment. No dates have been provided at this time. CAPITA are now delivering annual DR tests for 5CP, next test planned mid 23 All other Third Party Contractors Review all Third Party BCP's to ensure that they are fit for purpose. M365 back ups are up and running, a proof of concept has been developed for Capita offline back ups which is being reviewed.	All Service Managers	6	Y	Review procurement procedures to include Third Party BCPs . Develop training on contract management and monitoring to ensure the council manage performance effectively. External 3rd party backups will still be needed. CAPITA's proposal to move all of the 5CP servers to their MS Azure environment, removing council reliance on CAPITA servers , improved resilience and availability is now not being actioned as costly. However, agreed with Capita that MS365 will move to offline backups once work has been concluded with Mendip post April. Until then this risk remains red 8.	Oct-23	
79	Va	Strategic	Failure to secure options for future new waste depot. This may result in: No collection services / build up of waste Poor publicity/reputational damage Health risk Increase complaints	8	Suzanne Malcolm	Project Management and resources in place Possible site identified and council is in negotiation through a Non-Disclosure Agreement Council looking for other possible sites as contingency	Andrew Busby	6	Y	Successful project to reach an agreement on site and then build new depot within the timescales	Oct-23	
78	Va	SCP	Failure to Plan for 5CP exit and ensure seamless transition, will impact IT and services revs and bens/land charges loss of reputation etc	8	SMT/Andrew Down/Simon Hewings/Patrick Arran/Mark Minion	It is a regular agenda item for SMT monitoring impact across services. 5CP monitoring board to review progress on this action. 5CP client team has a project under way, to help define what we want the future service to look like.	SMT/Andrew Down/Simon Hewings/Patrick Arran/Mark Minion	5	Y	Set up a project team now to commence planning for end of contract.	Oct-23	
80	Va	Strategic	Increased approaches of homelessness that are unmanageable by the council exacerbated by national shortage of rented accommodation. This may result in: Use of unsuitable temporary accommodation, such as B&B and hotel, beyond acceptable timescale Financial impact upon temporary accommodation budgets Reputational risk of families being homeless Increased couch sleeping	8	Paul Fielding	The number of homeless approaches is mostly outside of the control of the council, and therefore mitigation is more important in controlling the outcomes as preventing occurrence. Monitoring of financial situation especially regarding/impacting housing market enabling us do everything we can in preparation for an increase in homelessness. Homelessness prevention grants from Government to help low income families. More proactive in foreseeing homelessness and thereby preventing it early.	Paul Fielding	5	Y	Consider purchase of more temporary accommodation to be used by singles and couples Ensure contingency temporary accommodation is in place Have B&B/hotel contacts available	Oct-23	

72	Va	Contractual	Failure to reach an agreement with the contractor to provide waste and street cleansing services at the end of the current contract (June 2024). This may result in: No/poor waste and street scene services Financial implication of short term arrangements Reputational damage Non-compliance with statutory requirements.	8	Paul Fielding	Cabinet approved route forward agreed in principle and should be finalised in September 2023.	Paul Fielding	5	Y	Legal approval to be obtained Communications of extension of contract	Oct-23
11	Vg	Procedural/regulatory	Failure to fulfil the Data Protection legislative requirements may result in fines, insurance claims and reputational damage if data is breached or a challenge is made	8	Patrick Arran (DPO)	Information Governance and Data Protection team now has a settled establishment of permanent staff and provides dedicated support to all teams as well as developing a hub and spoke network of Information Governance Champions. There has been extensive work to establish assurance in line with the ICO toolkit with significant progress made and raising awareness at SMT level with a regular update dashboard. Work has been underway to further work to develop/review the corporate framework and all relevant policies. There is close liaison with Legal on data sharing agreements and review of contract clauses. Updates to Record of Processing Activities (ROPA) to be further embedded as a regular review process. Data Protection Impact Assessments (DPIAs) considered for all new processes and Data Protection Team/Officer advice sought on all new projects. Data protection training for all staff on LEAH is closely monitored to ensure compliance. Keep up to date with guidance from the information Commissioner and other bodies in relation to data protection and information rights. Working from abroad policy now in place to ensure all staff are aware of the requirements. New Deputy Head of Legal will manage the team and be the designate SIRO . Established network in each dept with subject matter experts thus supporting the team going forward. Constant monitoring of legislative tests. Continue work to ensure that all Data Protection policies are in place and up to date, including ongoing review of the ROPA. Ensure FOI/EIR requests are correctly managed to ensure compliance with DPA and minimise data breaches arising from incorrect handling.	Sandy Bayley	6	Y	Review officer training to raise awareness of consequences of data breaches. Establish annual refresher training. Share good practise from regular network meetings.	Oct-23
9	Vb	Procedural -Health and safety	Failing to have an effective health and safety management system in place and lack of resource to support, may result in: a fatality, illness or injury to staff or anyone else affected by our business; damage to property; legal action by HSE; civil claims and increased costs.	8	Mark Stone, Adrianna Partridge, Suzanne Malcolm	A fundamental review of the Health & Safety management system was undertaken in 2019. Findings and progress of this review are considered by JAG and SMT on a regular basis. Health & Safety is a standing item on SMT agendas including quarterly reporting of reported incidents, key metrics and KPIs. The Last report showed an increase in reporting near miss incidents across the council which is a measure of increased awareness amongst staff. Development of key health & safety policies: Lone Working, DSE: Hybrid Working and First Aid . Training modules to be available via LEAH for staff and councillors to access; reporting of completion rates for services areas will be reported to SMT. H&S audit report being reviewed. Following policies available on LEAH: COSHH Awareness, DSE Awareness, DSE Policy, Eye Tests Procedure, Fire Safety Awareness, First Aid Policy, Health and Safety Policy, Intro to H&S training, Hybrid and Remote Working Policy, Legionella Awareness, Lone Alert Training, Lone Alert Responsible Officer Training, Lone Working Policy, Manual Handling Awareness training, Stress Management Policy, Working at Height. There are also several pages related to H&S on Jarvis. Member area created on LEAH.	Mark Minion/Abi Witting	6	Y	Currently we have vacancies in both H&S Business Partner roles following the resignation of the previous post holders in April and May. A full time qualified interim H&S advisor is in place and recruitment is underway for the two vacant posts in Development and Corporate Landlord where H&S will now sit. Health & Safety Champions have been proposed and the Safety Champion booklet is under development. Policy work is ongoing- currently under review Legionella (Water Hygiene), Driving at Work, Telematics, Stress . Future policy work: Equipment Management, Management and Control of Contractors. Lone Alert contract is being renewed. Audit of those signed up underway as a pre-cursor to moving to a new platform with improved functionality. Training planned for first aid and manual handling. Reviewing fire warden, DSE assessor and first aider provision and training to be arranged as necessary. Project plan being developed to address issues raised as part of the Grounds Maintenance transformation report.	Oct-23
62	Va	IT Security	IT and data security compromised due to remote working and naive user behaviour, which may result in data breach and fines/loss of reputation	8	Adrianna Partridge	Regular monitoring and review at triage and SMT. Capita monitoring network for unusual activity and reporting to councils Action recommendations from security audit regard staff behaviours and awareness particularly during remote working. Update Jarvis pages etc. Cyber and data security awareness campaign22/23 launched to raise awareness to all staff working remotely first key message Phishing with posters and Jarvis popup. Regular monthly Cyber Group Meetings. Meta compliance Training Modules are being uploaded on Leah for all staff and councillors. Multifactor authentication deployed to all councillors and officers to added an additional layer of security when logging into Office365 (already used for VPN). Regular comms updates to councillors and staff on cyber-security themes highlighting key messages on tips and information to avoid falling prey to cyber-scams and phishing attacks. Councillor Cyber Security briefings have been devised via the Cyber and Data Security working group and were delivered as part of the Clr induction after the elections in May.	All Service Managers	6	Y	Continue to monitor and increase awareness throughout the year through Meta compliance and comms. Continued comms messages to staff and councillors on current threats, and known vulnerabilities being exploited, highlighting awareness and personal responsibility on being 'secure'. Devise a service team briefing as a annual refresher to be delivered at team meetings.	Oct-23

71	Va	Statutory	Failure to meet the requirement of the Environment Act 2021. This may result in: Reputation damage Risk of legal challenge	8	Paul Fielding	Waste collection arrangements post June 2024 offers opportunity to be flexible to legislative changes. Awaiting Government clarity as to the impact the Act may have on our services. Environment team working group which includes the Waste Programme Manager to ensure the legislation is monitored and changes are captured at the earliest opportunity, ready to be developed into future service provision	William Maxwell	6	Y	Once the impact of legislation is understood, review options for future service provision.	Oct-23
74	Ve Vf	Operational	The transformation programme aim whereby staff will be enabled by systems and processes to deliver four key outcomes: 1. Customers (services accessible to all) 2.digital data and technology (user centred, secure and trusted) 3.people (supported, skilled and resilient) 4. future proofing the council (continually improving; efficient and adaptable) are not realised over the timeframe resulting in outdated processes delivering a poor standard of customer service, lower efficiencies and loss of reputation.	8	Adrianna Partridge	Transformation team fully resourced. Cabinet paper approved approach Sept 2022. Governance structure in place. Plan to review all the council service areas by an agreed staged process outlined in the approved Cabinet paper. Service teams under review are part of the process and attend regular transformation meetings. Intranet transformation page on Jarvis. Staff briefings. Members reporting. Comms plan in place . Transformation operational group (TOK) also meets fortnightly to review the programme and manage escalations . The team is fully resourced subject to a new programme manager who will start end of October and recruitment underway for the two Organisation development roles which will ensure HR is fully integrated in the programme. Progress to date: Planning - Contract for new system approved. Consultation underway for planning team realignment to end on 3rd week of Sept. Customer telephony - new system embedded end of Oct. CRM System - will roll out once policy changes have been made .	Tim Oruye	6	Y	Onboard - Grounds maintenance - discovery phase. Scoping Corporate Landlord/ H&S. Review Programme Governance/Risk and reporting.	Oct-23
38	Va	Statutory	Failure to deliver a major election in accordance with our statutory requirements including the Elections Act results in reputational damage and costs to re - run an election	8	Patrick Arran	Deliver the general elections 2024 . Continue to build on good practise and learning following the Election Act 2022 and Voter ID requirements by: Continue to maintain detailed project planning and risk registers which are regularly reviewed and updated as part of project governance. Delivery is monitored on a regular basis as and when appropriate. Fully resourced: returning officer and electoral registration officer, together with Deputy Returning Officers. Very close project management of the process with an experienced project team throughout.	Steven Corrigan	5	Y	Refer to Project risk register and dashboard	Oct-23
81	Va	Regulatory	Failure to anticipate the impact on service of the building safety regulations results in unlicensed building inspectors unable to undertake inspections and reduced service	7	Adrian Duffield	Met with HR ,Insurance, Building inspectors and Planning team to set up action plan with two options: Option 1 to agree to pay for training and licencing of our officers to undertake inspections as per new regs. Option 2: to ask each building inspector to train and pay for their own licencing (impact on resources). Draft paper for SMT to agree way forward by October 23.	Adrian Duffield	5	Y	Agree option and plan. Monitor regulations and other council activity.	Oct-23
83	Va	IT Security	Third party supplier suffers a cyber attack and data breach resulting in personal data of residents and staff being leaked ICO reports, fines and loss of council reputation.	7	MM/ PA	Adequate BRP across all council services, lessens impact through exercises. Procurement criteria request all potential suppliers have BRP. Procuring suppliers through approved frameworks where cyber security is criteria to use the framework. Expect suppliers have regular awareness training .	Simon Turner/ Sandy Bayley	6	Y		Oct-23
22	Vf	Procedural	Lack of informed and consistent decision making across the councils due to inadequate democratic reports and/or members exercising their democratic right to not agree with officer advice or a council wide view,resulting in potential increased number of appeals,increased costs,loss of infrastructure funding and loss of council reputation.	7	mark Stone,Suzanne Malcolm,Adrianna Partridge	Member training programme set up and rolled out.Lifecycle audit report and actions implemented,effective governance training to ensure office and memebr understanding of roles etc and effective review and sign off of reports,including SMT input.	HOS	5	Y	Briefing sessions to be set up for members prior to attending outside meetings.	Oct-23
86	Va	HR	Failure to have an effective recruitment and retention strategy in place which ensures the councils can attract, recruit and retain staff with the necessary skills to roles across all service teams may result in the council being unable to deal with changing priorities,deliver BAU and not fulfill their statutory duties. Resulting in a poor level of customer service,potential fines and loss of reputation.	7	Adrianna Partridge	Continue to review successional planning to 'grow our own' and provide internal on the job qualifications and skills training in roles where there are skills shortages (Planning/Building Control/Legal services)using secondments and apprenticeships. Team realignment supports collaborative working model and reduces silo working.	Mark Minion/Abi Witting	5		New workforce startegy being developed.	

88	Va	Comms	Failure to manage stakeholder (Officers/Members/Residents and Partners) expectations whilst undertaking the delivery of council services and projects in a fast, everchanging environment may result in an ability to keep pace with the changing landscape, confusion, lack of focus and loss of reputation as services are not delivered or delayed.	7	Marks Stone/Suzanne Malcolm/Adrianna Partridge	Communications to all key audiences using a variety of methods (social media/website/internal comms updates). Core SMT members review and monitor the long-term impacts on council services, regularly lobby future government funding and sustainability. The council has currently at least 5-year reserves to support funding across both councils. Service areas have regular BCP reviews to ensure resilience across services.	HOS	5		New workforce strategy being developed.	
73	Vd	Active Communities	Failure to provide a full menu of leisure centre activities with GLL through the economic downturn and high fuel costs results in poor service provision, loss of reputation at a time when wellbeing is key corporate objective.	7	Suzanne Malcolm/Andrew Busby	3 million KW/hrs saved due to decarbonisation and other energy saving measures such as pool covers/LED lighting/reduced pool temperatures/reduction in circulation turnover of pools. Continue to work with our operator GLL who, post Covid have more discretion as to controls over opening hours to come to the best options to ensure good service provision for our residents.	Mark Foster/Ben Whaymand	5	Y	Ongoing effective management controls with GLL through regular Scrutiny and Cabinet reviews.	Oct-23
82	Va	IT apps/transformation	Failure to plan for a smooth transition of Ocella replacement to Idox may result in reduced/no planning service	7	MM/AD	Training staff on Idox system in good time/planning for transition with all parties (IT/Capita/Planning team).		5	Y	Transformation team looking at securing right level of training for officers and sharing best practise from other LA's	Oct-23
23	Va	Corporate plan	Failure to deliver on the corporate plan objectives due to unrealistic targets set in an everchanging policy landscape, limited finances and resources may result in reputational damage. And legal challenge. Note: external challenge due to us not meeting the climate target against the backdrop of net zero legislation, which allows anyone if they are so minded to take the council to task over not achieving this target.	7	Mark Stone, Adrianna Partridge, Suzanne Malcolm	The Current three year Corporate Plan with ongoing performance reporting. Climate targets for Souths own operations to be carbon neutral by 2025 may not reach target in the timeframe. Paper for South Cabinet looking at implication around target and support in development of new Corporate Plan.	HOS	4	Y	Work underway to develop new Corporate plan. Briefings to Council members. Workshops end of September to identify priorities. Review name and content of the document to become more high level strategic. Service plans/Business plans to be reinvigorated to inform the corporate plan by July 2024.	Oct-23
84	Va	Corporate plan	Failure to understand and plan for the impact on the councils of HIF development rejection by OCC planning committee will result in loss of finances delayed joint local plan, infrastructure and growth and potential unplanned development due to loss of 5 year housing supply.	5	MS SMT	Government intervention, Secretary of state call in and await impact of Sec of state with little change to date. Paper to be discussed at extraordinary council meeting 29 August for South.	T Oruye	5	Y	Keep a watching brief.	Oct-23
85	Va	Strategic	Failure of Registered Providers in the district to deliver and operate affordable housing leads to shortage of affordable housing to meet our housing needs register.	5	Suzanne Malcolm	Set up working group with all RP's in districts and continue to look at other ways of bring the affordable un	Paul Felding	5	Y		Oct-23
75	Ve	Finance	Failure to plan for the potential long term impact on council finances due to uncertainty of future government funding and failure of all funding increases keeping pace with increased council expenditure, results in the councils being unable to undertake their statutory duties and provide poor customer service leading to loss of reputation.	6	Core SMT	Key topic of discussion core members from SMT(MS/PA/SH/AP/SM) to review and monitor the long term impacts on the councils and services and to regularly lobby Future government funding and sustainability of the councils is a key topic under review at Core SMT(MS/PA/SH/AP/SM). On present assumptions the councils have at least 5 years reserves to support funding across both councils.	SMT Group	2/3	Y	Monitor	Oct-23
4	Ve	Security - resources	Failure to manage the security of all council owned assets including council offices may result in an incident or intruder entering the building putting our staff and visitors at risk or potential injury claims.	6	Adrianna Partridge/Suzanne Malcolm/ Andrew Busby	Beacon and community centres have designated key holders and security checks as part daily operations. Corporate Landlord Model: Provides clarity on roles and responsibilities. Terror threat level remains substantial. Remain alert to PROTECT draft Legislation and guidance. Security audit has been undertaken at new Office premises at Abbey House, recommendations have been endorsed by our insurers ZM. A review is underway to help support staff against abusive customers. WIP. Didcot Gateway Security: Outside consultants advising on security for new premises, recommendations have been incorporated into the design. There have been incidents at Abbey House with Members of the public, all have been reported and mitigation actions have been put in place to reduce likelihood of further occurrence successful fire evacuation exercise took place in August and lessons learnt with regards to security and entry to the building which has been communicated via comms to all staff.	Heads of Service	2/3	Y	Monitor security plans across all council owned assets.	Oct-23

41	Va	Security - resources	Major incident in the district. Failure to adequately respond to a major incident affecting our residents may result in legal action (corporate manslaughter/environmental pollution) and loss of reputation.	5	Adrianna Partridge	The council has an Emergency Planning Officer (EPO) within the Programmes and Assurance team. The team have up to date Emergency Plans which include establishing a Crisis Response Team and cover appropriate escalations to deal with Major Incidents. The EPO attends TVLRF and Oxfordshire County Council meetings on a regular basis to ensure joint working and understanding of roles and responsibilities in the event of an emergency incident. The team receives and reviews regular updates from the Local Resilience Forum (LRF) partners and Resilience Direct. To respond to an incident the LRF would 'stand up' an SCG or TCG as appropriate and would call upon partners to allocate resources as indicated in agreed plans. This could include a scientific technical advisory cell (STAC) in the event of environmental issues. A major incident would be responded to by the relevant partner agencies, utilising Joint Emergency Services Interoperability Programme (JESIP) principles. The team keep up to date with the latest developments, regularly review internal plans and arrangements, undertake training and participate in emergency planning incident exercises. Successfully undertook Golden Chariot Exercise with OCC, updated plans accordingly. The Council team successfully managed the London Bridge plan on the Death of QEII and a large water disruption emergency in the district. The emergency plan has been updated to include a cyber incident	Ben Coleman/Tim Oruye	2/3	Y	Plan to carry out test of our own cascade call system following Golden Chariot de brief. Look into feasibility of running a cyber exercise.	Oct-23
20	Va	Procedural/ regulatory	Changes in legislation and government policy, may impact the operational delivery of the councils' corporate objectives.	5	Adrianna Partridge/ Tim Oruye/Patrick Arran	Insight and Policy Team continue to monitor impact on the councils of Environment Act and undertake a number of DEFRA consultations. There is a collaborative response across, Biodiversity, Climate, Waste and Air Quality teams for input into the consultation on environmental targets, continuing to use the responses to these as a powerful lobbying and feedback tool. Climate & Biodiversity Team Leader in post with new team members to support actions and continue to review the specific requirements for both Councils to ensure compliance to new Environment Act obligations.	Tim Oruye	2/3	Y	Continuation of surveillance of further DEFRA announcements on the Environment Act and input into consultations held. Refugees dispersal schemes monitor impact on councils. NPPF monitor changes and potential timeframe delay on how it may impact districts and Joint local plan.	Oct-23
15	Va	Contracts	Failure of third party contracts to deliver acceptable levels of statutory service, resulting in non compliance of councils statutory obligations and, reduction of service provision, inefficient operations, financial penalties and increased costs.	5	Simon Hewings	Methodology to report service breaches are in place, this provides evidence to use in contract re-negotiation. Contracts continue to be under review with focus on lessons learned. Governance structure in place and regular monitoring meetings held. Annual Performance Reports Scrutiny reviews projects as part of Corporate Delivery Framework. Performance reporting process has been embedded to ensure openness and transparency. Provision of effective contract monitoring training for staff. Consider succession planning for hand over of contracts to ensure consistency and that focus is maintained. Council waste contract procurement to incorporate contract monitoring requirements. Regular report on KPI monitoring to Scrutiny (GLL/BIFFA/Capita)	All Heads of Service	2/3	Y	Consideration of setting up a central contract monitoring group linked to SMT to review and report on contractual obligations and revisit contracts. Management structure includes Head of Service and service management reporting on contract KPI's quarterly.	Oct-23
27	Vd	Safeguarding	Failure to deliver council safeguarding responsibilities may result in loss of reputation if a safeguarding incident occurs in our districts and we have not followed the stipulated procedures and protocols of reporting.	5	Adrianna Partridge Suzanne Malcolm Paul Fielding Patrick Arran	Designated safeguarding officer (DSO) Adrianna Partridge and deputies, Suzanne Malcolm and Paul Fielding, in place. Cases referred to DSO which do not meet the threshold can be referred to monthly Joint Tasking Meeting for multi-agency review. Training ongoing Oxfordshire County Council conducts a joint annual audit incorporating the standards from the safeguarding self-assessment against the Children Act 2004 (s11 audit) as well as the standards developed for Adult Services. As part of this audit we submit an annual return which is subject to peer review. Process in place to protect potential victims of modern slavery (MS1). Mandatory training appropriate to the level of contact, as a District Council with no social services and education responsibilities is available on LEAH. All staff completed training every 3 years, and new starters complete this as part of their induction. Monthly reports are produced to inform when staff are due training and procedures in place to ensure training is completed as required. The safeguarding policy has been reviewed and is published on our safeguarding page on Jarvis along with guidance on how to report any safeguarding concerns.	Diane Foster	2/3	Y	New Lead to complete safeguarding training.	Oct-23
69	Va	Resources personal security	Failure to estimate the impact of hybrid working and changes in ways of working through transformation as well as external economic factors on the staff morale result in increased absence and stress cultural disconnect with the council and staff working in isolation poor customer service and loss of reputation.	5	Adrianna Partridge/Mark Minion	Staff briefings. Staff wellbeing group activities. Staff survey Abbey house nice office space fit for purpose. Drop-in sessions for staff. Able to meet for lunch as part of wellbeing. Abbey House use demonstrates how staff have embraced hybrid working whereby on a regular basis	Mark Minion/ Abi Witting	2/3	Y	Wellbeing survey and Hybrid working surveys have been undertaken. A review of the outputs has taken place and where there are similarities/comparisons these have been noted. TOR for wellbeing group are being refreshed and a paper will be presented to SMT in Q2 summarising the results and proposed actions. Training for Managers to be arranged in the autumn (this was paused due to	Oct-23
70	Vg	Working in and open and inclusive way	Failure of officers to declare gifts and hospitality in accordance with the Officer Code of Conduct resulting in a risk of the councils not complying with their openness and transparency commitment.	5	Patrick Arran	Clear guidance is provided to officers by the adopted Officer Code of Conduct. Heads of Service will be responsible for monitoring the application of the Code in respect of gifts and hospitality and Human Resources will have general oversight. There is a requirement for Heads of Service to review gifts and hospitality quarterly.	All Heads of Service	2/3	Y		Oct-23
87	Va	Corporate plan	Failure to deliver the new corporate plan within the timeframe set with clear realistic and measurable objectives that are resilient to reflect the everchanging policy landscape and priorities may impact BAU and strategic project delivery.objectives results in reputational damage.	5	Mark Stone, Adrianna Partridge, Suzanne Malcolm	The Current three year Corporate Plan with ongoing performance reporting. Climate targets for Souths own operations to be carbon neutral by 2025 may not reach target in the timeframe. Paper for South Cabinet looking at implication around target and support in development of new Corporate Plan.	Tim Oruye	2/3	Y	Work underway to develop new Corporate plan. Briefings to Council members. Workshops end of September to identify priorities. Review name and content of the document to become more high level strategic. Service plans/Business plans to be reinvigorated to inform the corporate plan by July 2024.	Oct-23



