

<b>Committee(s)</b>	<b>Dated:</b>
Establishment Committee	3 May 2017
<b>Subject:</b> Comptroller and City Solicitor's Departmental Risk Management report	<b>Public</b>
<b>Report of:</b> Comptroller and City Solicitor	<b>For Information</b>
<b>Report author:</b> Nick Senior – Comptroller & City Solicitor's Department	

### **Summary**

The purpose of this report is to provide an update on the Comptroller and City Solicitor's departmental risks as at 31 March 2017.

### **Recommendation(s)**

The Committee is recommended to note the report.

### **Main Report**

#### **Background**

1. The Audit and Risk Management Committee require departments to maintain a risk register using the Covalent risk management system and provide a quarterly risk management report to their respective committee.

#### **Current Position**

2. The departmental risks are summarised in Appendix 1.
3. Strategic and operational risks are reviewed by the C&CS Senior Management Team on a monthly basis.
4. The Committee are requested to note that the risk rating for Risk CCS003 Managing Legal Risk has been reduced to the target risk rating of 4 on the basis that the risk management procedures in place were audited during the LEXCEL (Law Society quality standard) assessment in June 2016 and were found to be highly compliant with the standard required.

#### **Conclusion**

5. The Establishment Committee is requested to approve this report.

## **Appendices**

- Appendix 1 – Comptroller and City Solicitor's Departmental Risk Register

### **Nick Senior**

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## CCS Detailed risk register

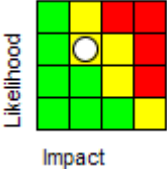
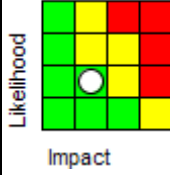
Report Author: Nick Senior

Generated on: 03 April 2017

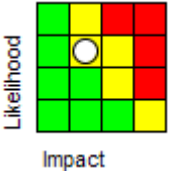
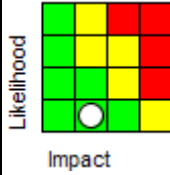


Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<b>CCS 001</b> <b>Recruitment and retention of experienced legal staff</b> 12-Feb-2015 Michael Cogher	Cause - Private sector legal firms and other local authorities may offer more attractive remuneration packages Event - Loss of critical expertise and competence Effect - Delivery of legal advice and documentation delayed, loss of income, assets exposed to higher risks	 Likelihood Impact	6	Benchmark against Government Legal Service salaries in January 2017 found that City of London CCS salaries are competitive.  <b>30 Mar 2017</b>	 Likelihood Impact	4	31-Mar-2018	  No change

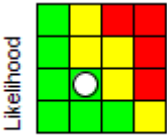
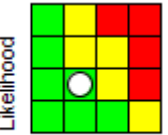

Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date
CCS Salary Competitive?	Benchmark salary data against other local authorities to ensure salaries and market supplements are competitive	Salary competitiveness to be monitored 2017/18	Nick Senior	30-Mar-2017	31-Mar-2018

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
CCS 002 Loss of Information Assets 04-Mar-2015 Michael Cogher	Cause - Inadequate checking of content before despatch, lack of adequate supervision, failure to follow agreed procedures Event - Loss of personal data and /or COL hardware Effect - severe financial penalty, reputation damaged, breach of confidentiality		6	DPA audit undertaken in September confirms good levels of data security compliance.  <b>06 Oct 2016</b>		4	31-Mar-2018	↔  No change

Action no, Title,	Description	Latest Note			Managed By	Latest Note Date	Due Date
CCS 002b Quarterly DPA audits	Quarterly DPA audits to be undertaken by CCS Information Team	Final DPA audit 2016/17 due April 2017			Michael Cogher	30-Mar-2017	31-Mar-2018

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
CCS 005 Ability to access critical systems - business continuity  04-Mar-2015	Cause - critical system (KMX) was not available during last business continuity exercise Effect - key officers unable to identify current legal work and access key legal documents.		6	Business continuity test undertaken in November 2016 - off site location LMA not suitable, alternative location to be identified. Key Officers have remote working capability but this limited to electronic data and records only.  <b>30 Mar 2017</b>		2	31-Mar-2018	↔  No Change

Action no, Title,	Description	Latest Note			Managed By	Latest	Due Date
CCS 005a BCP - critical systems test	IS to test access to critical systems at business continuity exercises	Further BCP test to be undertaken in 2017 dates to be advised			Nick Senior	30-Mar-2017	31-Mar-2018

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<b>CCS 003</b> <b>Managing Legal Risk</b>  04-Mar-2015 Michael Cogher	Cause - Lawyers not up to date with law, poor communication, lack of supervision, agreed procedures not followed, file reviews not completed Event - physical and intellectual property assets at risk, court hearings missed, high risk matters not reported, inadequate advice provided, cases not progressed in a timely fashion Effect - financial penalty, clients loss of confidence in the legal service, reputation	 Likelihood Impact	4	Legal risk management procedures are robust and compliant with the Law Society LEXCEL standard following the annual audit on 13 June 2016. Compliance with these procedures tested internally.  <b>30 Mar 2017</b>	 Likelihood Impact	4	31-Mar-2018	  Decreased Risk Score

Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date	
CCS 003a	Staff undertake regular risk reviews	Each matter is risk assessed on receipt and marked as high risk where appropriate	Risk data reviewed	Michael Cogher	19-Aug-2016	31-Mar-2018
CCS 003c	SMT review monthly High Risk reports	SMT reviews high risk reports and agrees future strategy	SMT reviewed risks on 31/03/2016	Michael Cogher	26-Apr-2016	31-Mar-2018
CCS 003d	Review risk management procedures	Risk management procedures review and testing to ensure effectiveness and compliance	Procedures checked August 2016 and found to be robust and working effectively	Michael Cogher	22-Aug-2016	31-Mar-2018

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<b>CCS 004</b> <b>Successful operation of Oracle OPN</b> 04-Mar-2015 Nick Senior	<b>Cause</b> - Oracle OPN replaced the Manhattan commercial property management and rent system <b>Event</b> - Continued operational difficulties caused by OPN <b>Effect</b> - If the application does not function as planned there is a risk that commercial income will not be invoiced on the due dates resulting in increased arrears	 Likelihood	2	Rent runs operating effectively - no change to risk status  <b>30 Mar 2017</b>	 Likelihood	4	31-Mar-2017	  No change

Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date
CCS 004b Adjust migrated accounts to ensure accurate billing	Certain billing information requires changing to ensure that accounts are billed in accordance with the legal agreements	Pre-billing reports are checked to ensure accuracy of invoices.	Nick Senior	26-Apr-2016	31-Mar-2018
CCS 004d Assess performance following Q4rent billing	Continuing system performance assessment	Q4 rent bills generated effectively with very few errors	Nick Senior	06-Oct-2016	31-Mar-2018