

## **Annex 3; Risk Register Report**

### **Background**

The Local Pension Board has asked for an outline of the methodology of risk used in the risk register.

### **Methodology of risk model**

This paper is intended as a brief introduction to risk management and how it works in practice.

Surrey County Council has an integrated risk management strategy, which is reviewed annually by the Audit and Governance Committee.

The risk management framework is based on HM Treasury's "The Orange Book" risk model, which is widely regarded as a template for best practice.



Risk framework  
(May 2017).pdf

Although it is not necessary to rehearse the established methodology set out in the Risk Management Framework, it is helpful to establish the context and the key principles. The main elements of the framework are (1) risk drivers and their interaction with (2) the external environment which are identified, measured, managed and monitored in accordance with the policy.

It is important to be selective in order to capture the key risks, describe them clearly and accurately, identify their consequences and weigh their potential impact. The risk rainbow, which is analogous to a colour coded fan, is tool that assists identification and categorisation of risk.

### **1.1 Impact criteria**

Once the risk has been identified it must be weighed and measured. The council uses a tabular model, which identifies the risks in vertical columns and then measures the potential financial, service and reputational impacts in separate horizontal entries.

(Financial impact "W"+ Service impact "X"+ reputational impact "Y") x Likelihood "Z" = **Total risk**

**Financial impact** is measured from minor (<1%), moderate (1-10%), significant (10-20%) to severe (>20%).

**Service impact** is measured by the level of intervention from service manager, head of service, strategic director to cabinet decision.

**Reputational impact** ranges from internal communication / press release, minor article in local media / lobby group activity, headline article in local media / minor article in national media to headline article in national media / prolonged local media campaign.

Although the impacts are added together, Likelihood is the key multiplier for operational risks and it is measured in a separate table.

**Likelihood** is measured from remote (no experience with sufficient controls in place), possible (10% have experience and conditions exist for occurrence), probable (most have experience and controls not fully effective) to likely (everyone has experience with no effective measures).

The council utilises a traffic light (RAG) model to measure risk based on the Total Risk Score;

**Red** = high (32-48)

**Amber** = medium (16-31)

**Green** = low (3-15)

## 1.2 Risk controls (the five “Ts”)

This is measured on an incremental scale accompanied by a clear description of the actions to be taken in order to control the risk.

**Terminate** - stop it

**Treat** - reduce the likelihood

**Take** - positive opportunities

**Transfer** - pass to another service better placed to mitigate the risk (but the original service still owns the risk)

**Tolerate** - do nothing (cost outweighs benefits / outside our control)

## 1.3 Monitoring and reporting

A risk register must be maintained and regularly reviewed and reported upon.

## 1.4 Risk registers

Must be completed and maintained in the agreed format.

## **1.5 Issue management**

Events that have happened and are affecting the organisation in some way need to be actively managed and resolved. A four stage process is used to manage issues;

- 1) **Capture** the issue with a clear description
- 2) **Assess** the impact of the issue (high, medium or low)
- 3) **Action** needed to address the issue
- 4) **Monitor** regularly to track actions and impacts

## **Conclusion**

Surrey County Council has an effective risk management model and the Finance Management Team has used it to identify and address its key risks. The risk register will be refined and risks will be weighed more precisely as the team acquires experience.

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