

Democratic Services – Service Area Risk Register – March 2007

(Note: **Bold** text indicates that the risk has been assessed as being above the Council's tolerance line on the prioritisation matrix and therefore needing further attention to manage the risk. Service managers need to prepare management action plans for these risks.)

No	Rating	Vulnerability	Trigger	Possible Consequence (including Reputation)
1	B3	Inability to cope with possible increased workload within existing resources, especially should funding for additional capacity not be forthcoming to support the Northstowe Joint DC Committee.	Reduced service, delays in sending out agendas, no one to take minutes.	<ul style="list-style-type: none"> • Prioritisation. • Reduction in number of meetings. • No longer servicing particular meetings e.g. Portfolio Holder, Advisory groups. Use of agency staff if necessary.
2	D1	Meetings held away from the offices/out of hours.	Difficulties for staff without their own transport or with inescapable out of work commitments. Difficulties in servicing.	<ul style="list-style-type: none"> • Re-organisation of workloads. • Resource implications e.g. travel and subsistence, overtime.
3	C3	CGI report and Improvement Plan	Failure to address concerns and put in place improvements.	<ul style="list-style-type: none"> • Government intervention, leading to loss of services, reduced Member involvement and unknown changes to the democratic structures. Possible staffing implications – redeployment, redundancy.
4	C3	Programme of meetings 2007-2008	Reduced amount of Council meetings not supported by reductions in the amount of business coming forward.	<ul style="list-style-type: none"> • Delays in approving and implementing Cabinet recommendations, 'bottlenecks' created; • Council meetings become excessively long with large, unwieldy Agenda; • Council's reputation is damaging due to less opportunities for public involvement through questions and presenting petitions, etc.

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5	D3	2007 local election	High proportion of new Members. Failure to implement corporate induction programme.	<ul style="list-style-type: none"> Members ill-equipped to carry out their roles.
6	B6	Failure to meet statutory requirements (Corporate Risk 10)	Agenda and/or Reports fail to be published in accordance with the 5-day limit and the subsequent decision is challenged.	<ul style="list-style-type: none"> Risk of subsequent successful challenge to the validity of the decision through Judicial Review leading to significant costs and delays to key projects. Members having insufficient time to absorb the information required to make sound decisions.
7	D6	Local Government re-organisation – White paper.	White Paper comes into force. Required to consult on new political management arrangements and other new statutory processes e.g. establish Crime and Disorder Committee	<ul style="list-style-type: none"> Resources are diverted from day-to-day committee administration causing the quality of the service to suffer.

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