

High Scoring Organisational Risks - Mitigation Actions

Corporate Services Directorate - John Ward Contract Services Division - Kevin Carter

Status	Risk No.	Risks Area	Lead Officer	Original Score	Previous Review Score	Current Score	Target Score	Target Date	Internal Controls
	CRR 152	CCS - Potential reduction of recycling support payment income following county wide review of payment model	Kevin Carter	9	16	16	4	31-Mar-2020	Good

WSSC have reduced payment for waste recycled from £67.46 to £61.12 resulting in a loss of income of £87,000 pa for year 2019/20. This shortfall is funded by savings achieved in procurement of trade waste disposal costs. WSSC will advise the West Sussex Waste Partnership what the recycling credits amount for FY 2020/21 and onwards will be. Until such time the financial impact of any further reductions will be unknown but it is likely to be significant. A WSSC Decision report for consideration in November 2019 has been released indicating the intention to withdraw all recycling credits (£750k) due in FY 20/21 and beyond.

Corporate Services Directorate - John Ward Democratic Services Division - Nicholas Bennett

Status	Risk No.	Risks Area	Lead Officer	Original Score	Previous Review Score	Current Score	Target Score	Target Date	Internal Controls
	CRR 137	Democratic Division - Lack of team resources to deliver projects and day to day business	Nicholas Bennett	4	6	6	1	31-Mar-2020	Improving

Long term absence in Legal has continued throughout Q2; however this appears to be close to being resolved.

A contract has now been put in place with Hampshire CC to provide high level procurement advice and increase resilience. This appears to be working well, but still at an early stage.

**Growth and Place Directorate - Jane Hotchkiss
Communications, Licensing and Events Division - Laurence Foord**

Status	Risk No.	Risks Area	Lead Officer	Original Score	Previous Review Score	Current Score	Target Score	Target Date	Internal Controls
	CRR 159	Communications, Licensing & Events Division - Loss of Key staff/expertise	Laurence Foord	4	8	8	4	31-Mar-2020	Improving

Since the last submission on 20 June 2019 the Public Relations team is now down two members of staff. This is as a result of two post-holders resigning from their position. The first was previously reported on in early June and was a part-time Advertising & Sponsorship Officer (15 hours per week) who also offered support associated with campaign work. With effect from 6 September 2019 the council's FTE Consultation & Information Officer also resigned.

The role of the Consultation and Information Officer is to develop and facilitate consultation and community engagement activities in order to support decision making on council services, projects and policies. The post was also expected to gather and analyse data to help inform project plan objectives, projects and strategies.

As a result of both resignations there has been a structured approach to reviewing tasks and responsibilities with tasks being temporarily reallocated accordingly and up-skilling/training of existing staff in order to continue an effective delivery of service. A wider service review continues with the integration of the web team and public relations. A revised timeline has been approved by SLT. However the current staff shortages must be taken into account from a service delivery/corporate priority perspective and resilience for the organisation. To help monitor this the PR Manager reports to SLT on a quarterly basis on the work of the team and level of support offered associated with corporate priorities moving forward and the above should be taken into account.

Following on from the previous submission the appointment of the Events & Promotions Officer is proving invaluable in terms of developing an all year round programme of events, the development of the Events Strategy, a review of the markets offer currently undertaken by the Council and various other projects/support to help deliver the aspirations of the Vision and support the Council's corporate priorities.

The Licensing Team continues to experience a high demand for its services particularly in relation to the work of private hire driver licensing applications and facilitation of Knowledge Tests. Resources associated with delivering an efficient service to customers is being considered in view of the increased income associated with this work. A draft Job Profile has been written and currently under consideration by the Licensing Manager with the intention of a brief justification statement/report to go before SLT to seek temporary support within the taxi and private licensing function of the team funded by income associated with this work in accordance with the statutory requirements.

**Growth and Place Directorate - Jane Hotchkiss
Growth Division - Victoria McKay**

Status	Risk No.	Risks Area	Lead Officer	Original Score	Previous Review Score	Current Score	Target Score	Target Date	Internal Controls
	CRR 61	Growth & Property - Estates - Rent arrears	Victoria McKay	9	6	6	4	31-Mar-2020	Improving

The impact and likelihood of rent arrears remains unchanged, with the level of arrears staying generally unchanged.

**Growth and Place Directorate - Jane Hotchkiss
Place Division - Tania Murphy**

Status	Risk No.	Risks Area	Lead Officer	Original Score	Previous Review Score	Current Score	Target Score	Target Date	Internal Controls
	CRR 156	Place Division - Risk linked to vision i.e. partners not contributing to the process	Tania Murphy	2	4	6	2	31-Mar-2020	Good

Quarterly steering group meetings and Pentana reports monitor progress of projects which are linked to the vision, with action plans having been produced and monitored on a regular basis to ensure that projects are being delivered. An annual report of key achievements was provided to the Chichester Vision Steering Group June meeting, with a review of the action plan having been undertaken and partners confirmation of project leads. A further review of project leads will be considered at the September Vision Steering Group. Recent communication has suggested that a project lead is stepping down – this will therefore be considered at the September steering group.

**Housing and Communities Directorate - Louise Rudziak
Communities and Wellbeing Division - Pam Bushby**

Status	Risk No.	Risks Area	Lead Officer	Original Score	Previous Review Score	Current Score	Target Score	Target Date	Internal Controls
	CRR 110	Community - Changes to partner organisations impacting on delivering corporate objectives	Pam Bushby	8	12	8	4	31-Mar-2020	Improving

Whilst partner funding cuts are highly likely, WSCC has reduced the level of cuts and will review over time. Therefore impact is slightly reduced

Appendix 2

Status	Risk No.	Risks Area	Lead Officer	Original Score	Previous Review Score	Current Score	Target Score	Target Date	Internal Controls
	CRR 112	Community - Increased risk of community tensions due to the wider events in the UK & abroad	Pam Bushby	8	4	6	4	31-Mar-2020	Improving
<p>BREXIT is likely to impact community tensions due to announcement of freedom of movement ceasing 31/10/19 but registration scheme deadline June 2020.</p> <p>Recent influx of right wing materials in Chichester city suggests underlying racial tensions.</p>									

Planning and Environment Directorate - Andrew Frost
Planning Policy Division - Toby Ayling

Status	Risk No.	Risks Area	Lead Officer	Original Score	Previous Review Score	Current Score	Target Score	Target Date	Internal Controls
	CRR 116	Planning - Neighbourhood plans work reaches unmanageable levels	Toby Ayling	8	8	8	4	31-Mar-2020	Improving
<p>Whilst work is progressing to deal with the remaining neighbourhood plans that have been held up due to case law and the implications for Appropriate Assessment and Strategic Environmental Assessment, significant workloads are drawing on officer time in relation to the neighbourhood plans that will identify land to meet the requirements of the Local Plan Review. Whilst the staffing structure has been changed to meet demands for neighbourhood plan support, there are vacant posts within the team and significant expectations for support from parish councils. The emerging Local Plan is also leading to additional implications at the Neighbourhood Plan level requiring further resource and requests for meetings etc. Some reallocation of resource to spread Neighbourhood Plan has been possible within the existing team.</p>									