Guildhall Gainsborough Lincolnshire DN21 2NA

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AGENDA

This meeting will be livestreamed and the video archive published on our website

Governance and Audit Committee Tuesday, 12th April, 2022 at 10.00 am **Council Chamber - The Guildhall**

This Meeting will be available to watch live via: https://west-lindsey.publici.tv/core/portal/home

Members: Councillor John McNeill (Chairman)

Councillor Mrs Jackie Brockway (Vice-Chairman)

Councillor Stephen Bunney Councillor Mrs Tracey Coulson Councillor Christopher Darcel Councillor Mrs Caralyne Grimble Councillor Mrs Angela White

Alison Adams **Andrew Morriss** Peter Walton

1. **Public Reports for Consideration**

> Appendix 1 - 6 Month Review of Strategic Risks (PAGES 2 - 21) i)

> > Ian Knowles Head of Paid Service The Guildhall Gainsborough

> > Monday, 4 April 2022

Agendas, Reports and Minutes will be provided upon request in the following formats:

Large Clear Print: Braille: Audio: Native Language

Risk Ref: Our Council Description of Strategic Risk: Ir	Risk Owner: Tracey Bircu			Date: Revie	wed March	2022
Trigger	Impact		nt Controls	Likelihood	Impact	Risk Score
 Commercial ventures do not realise expected financial gains. Government funding arrangements do not match estimates used in financial modelling. Outcomes of: Business Rates Review; Fairer Funding Review; Comprehensive Spending Review; expected savings, efficiency or income initiatives do not deliver expected benefits. Cessation of grant/match-funding streams. Growth forecasts for District are not realised. Unanticipated rise in demand for services. Invest Gainsborough does not deliver. Schemes for other market towns do not materialise. Business planning is not robust. Ongoing financial impacts of Covid-19, cost of living issues and Ukraine developments 	 Case for Gainsborough is not made (Place make). Cuts or reductions in services. Staff redundancies. Inability to deliver Corporate Plan priorities. Growth of the District stagnates. Reputational damage. 	2. Succe trading progra 3. Annote 4. Regular 5. Iden grant-f 6. Valuadopte 7. Lobb 8. Regular comme portfol 9. Vola mainta 10. Resular 10. Resular 11. Wininima	ual business planning. ular budget monitoring. tification and use of funding opportunities. e for Money Strategy ed. bying strategy. ular review of the ercial property io. tility and risk reserves	good performa coupled with p support the m Peer Review fi	ing of the cur ance mgt and progressive se inimisation o ndings: "so robust contro on of comme	und financial ol and successful rcial plan."
Actions for Improvement			Completion Date	Officer		Next Risk Review Date
						30/06/2022

Risk Ref: Our Council				Date: Revie	ewed March	n 2022
Description of Strategic Risk: T	he quality of services do r	not me	et customer expecta	tions	1	
Trigger	Impact	Curre	nt Controls	Likelihood	Impact	Risk Score
 Poorly trained staff. Systems and processes do not adequately support service delivery. Resources available do not match demands on services. Higher than expected customer expectations. Insufficient attention paid to customer feedback. 	 Rise in number of complaints. Reputational damage. Financial loss – compensation costs and income reductions. Reduction in market share of traded services. Ineffective support for vulnerable customers. 	received including 2. Cust Officer 3. Train plans for 4. Performed for the place of training 10. Cust in place for the place of training 10. Cust in place of the	Service reviews vay Customer Relationship tement (CRM) logy being nented oust performance mgt	customer at the help to mitigate Technology led areas will add. The developm	amme is designe centre of e te this risk. d service revigess resilience ent and imple erience Strate	Current Score: 6 Target Score: 4 gned to put the every service and will ews in all service and capacity issues ementation of a egy will further
Actions for Improvement			Completion Date	Officer		Next Risk Review Date
Implement CRM and ERP systems			31/12/2022	Jeannette A	nderson	31/03/2023

Continual development of P&D reporting and review of measures	31/08/2022	Ellen King	
Development and adoption of Customer Experience Strategy	31/10/2022	Lyn Marlow	

Risk Ref: Our Council				Date: Revie		n 2022	
Description of Strategic Risk: II	nability for the Council's g	overna	ance to support qua	ity decision	making		
Trigger	Impact	Curre	ent Controls	Likelihood	Impact	Risk Score	
1. Ineffective governance framework.				 Inefficient use of resources. Reputational loss. Member training and development programme in 	2	3	Current Score: 6
2. Poorly trained Members.	3. Rise in no. of Standard	place.				Target Score: 6	
Out of date Council Constitution. Ambiguity around the ambitions of the Council	Complaints. 4. Judicial Reviews. 5. Delay in delivery/cancellation of key Council projects. 6. Poor rating from Internal/External for governance arrangements. 7. Poor Staff/Member working relationships and low morale. 8. Loss of opportunities.	establi 3. Ann Counc 4. Mer renew 5. Rob goverr 6. Ann and in oversig 7. Corp approv 8. Prog operat develo 9. Ann	ual review of the il's Constitution. mbers' Code of Conduct ed November 2021 ust corporate nance framework. ual schedule of audits ternal/external audit ght. porate Plan 2019-2023 ved. gramme Boards ting to oversee project opment. ual Governance nent produced for	and robust gothe likelihood Peer Review fi governance ar effective – rev High assurance the Good Gove All actions from	all decisions avernance will of this risk. Indings noted the Member/Giew taking place received from the initial ged.	om internal audit on ow up audits good governance en an effectiveness	
Actions for Improvement	Actions for Improvement			Officer		Next Risk Review Date	
Reports and Recommendations review to take place			September 2022	Katie Storr		30/06/2022	
Working group review to take place			September 2022	Katie Storr			

Risk Ref: Our People	Risk Owner: Diane Krochr			Date: Revie	wed March	2022	
Description of Strategic Risk: Inability to raise local educational attainment and skills levels							
Trigger	Impact	Curre	nt Controls	Likelihood	Impact	Risk Score	
 Poor teaching standards. Lack of stability within schools. 	1. Adverse effect on the career/further education	& Skills	t Lindsey Employment s Partnership operating	3	3	Current Score: 9	
 3. Lack of appropriate rolemodelling to raise aspirations. 4. Insufficient out-of-school support or mentoring. 5. Failure to address issues relating to Gainsborough in particular. 6. Impact of coronavirus pandemic preventing normal delivery of educational and skills services/activities 	opportunities of young people. 2. Inability of local job market to meet recruitment needs of employers. 3. Wage profile of the economy does not rise. 4. Poorer life chances for young people. 5. Increased welfare dependency and rise in vulnerable groups. 6. Viability of education and skills providers threatened.	in line with approved strategy and delivery plan. 2. Supporting work experience for young people 3. Continue to be part of the Enterprise Adviser network, supporting careers advice and provision amongst all secondary and special schools		Employment & against the Emredundancy such allenges with coronavirus particular action plans in keep abreast coinitiatives laun national level. continue to be	Commentary; On-going work as part of the Employment & Skills Partnership to deliver against the Employment & Skills Plan and redundancy support actions. Continue to face challenges with face to face delivery due to coronavirus pandemic. Officers due to review action plans in early 2022. Officers continue to keep abreast of new skills and employment initiatives launched at either a regional or national level. A number of triggers for this risk continue to be areas that the District Council had no control or direct influence over.		
Actions for Improvement			Completion Date	Officer		Next Risk Review Date	
Measure effectiveness of existing actions and draw learning		g	28/02/2022	Amanda Bouttell 31/03/202		31/03/2022	
Implement updated Employment and Skills action plans			28/02/2022	Amanda Bo	uttell		
Deliver the Employment and S	kills partnership action plan		31/03/2023	Amanda Bo	uttell		

Risk Ref: Our People Risk Owner: Diane Krochmal Description of Strategic Risk: Inadequate support is provided for vulnerable groups a			Date: Decer				
Description of Strategic Risk: In	nadequate support is prov	ided fo	or vulnerable groups	and commu	inities		
Trigger	Impact	Curre	ent Controls	Likelihood	Impact	Risk Score	
Lack of strategic focus on relevant matters with LCC.	1. Cycle of dependency is perpetuated.	1. Inno	ovation re service	3	3	Current Score: 9	
2. Inability to identify and reach	2. Demand pressures on	2. Sele	ective licensing scheme			Target Score: 6	
vulnerable groups. 3. Insufficient/inaccurate data analysis to establish need. 4. Lack of engagement with and from vulnerable groups. 5. Impact of coronavirus pandemic not understood or acted upon	services and resources. 3. Rural Isolation and increase in rural poverty. 4. Increased demand on formal/informal support networks. 5. Inability of communities to reach self-sufficiency 6. Health inequalities widened	toward 3. Focus reside 4. Dev norma Scamp 5. Safe proced 6. Wid tools. 7. Effe partne 8. Cor docum 9 Au adhere 10. H	eguarding policies and dures operating. de-range of enforcement ctive multi-agency ership working. mmunities at Risk policy nent in place udit recommendations	Audit report con Further develon partnership in	Commentary: Audit report completed and action completed Further development of Local Access partnership initiative with funding awarded - major links to health and wellbeing.		
Actions for Improvement	Actions for Improvement			Officer		Next Risk Review Date	
P3 VHS, NSAP and RSAP and HATS housing projects delivered to assist vulnerable communities, providing a pathway to sustainable housing and also improve local housing stock			31/03/2022	Diane Kroch	ımal	31/03/2022	
SWW Partnership further deve in place	loped and governance struct	ture	31/03/2022	Diane Kroch	ımal		

Risk Ref: Our People Risk Owner: Diane Krochmal					wed March	2022
Description of Strategic Risk: F	lealth and wellbeing of the	Distri	ct's residents does i	not improve.	1	·
Trigger	Impact	Curre	ent Controls	Likelihood	Impact	Risk Score
1. Failure of leisure contract 2. Outreach service is ineffective 3. Wellbeing service does not achieve outcomes 4. Lack of understanding of District Council role in health 5.Failure to meet housing and housing related support needs	 Increased burden on services and budgets across the system Reduced life expectancy and health for residents Less economically active residents Adverse economic impact on district Council Tax support costs increase Potential impact on the ongoing viability of leisure services 	1 Leisure Contract monitoring 2.Everyone Active Community Wellbeing Plan developed 2. Wellbeing service in place and promoted with clear objectives. 3. WLDC Wellbeing Lincs Management Board representation 4. West Lindsey representation on Housing, Health and Care delivery group and adoption of Homes for Independence Blueprint 5 Representation on Health Inequalities Programme Board		Emerging fram Wellbeing Stra address health New portfolio place and new Wellbeing recindependent liand prevention Responsibility contract lies withe impact of	Target Score: 6 Commentary: merging framework of District Health and Vellbeing Strategy which will set out actions to ddress health inequalities lew portfolio of Homes and Communities is in lace and new team of Home, Health and Vellbeing recruited to with a focus on independent living, reducing health inequalities	
Actions for Improvement			Completion Date	Officer		Next Risk Review Date
Development and adoption of West Lindsey Health and Wellbeing Strategy			31/03/2023	Diane Kroch	nmal	31/03/2022
Review the need for a Strategic Health Partnership.			31/12/2022	Diane Kroch	nmal	

Risk Ref: Our Place	Risk Owner: Ady Selby			Date: Revie	wed March	2022
Description of Strategic Risk: In	nsufficient action taken to	create	a cleaner and safer	district		
Trigger	Impact	Curre	nt Controls	Likelihood	Impact	Risk Score
 Lack of robust enforcement policies. Lack of capacity to respond effectively to service demand. Ineffective messages about social responsibility. Ineffective partnership working arrangements. Inability to effectively implement new legislation. Unexpected outbreak of environmental or health related issue. 	 Residents of the District feel unsafe. Rise in number of crime and enforcement related incidents. Reputational damage. Increase in no. of complaints. Increased threat of illness/harm to residents. Adverse effect on natural wildlife habitats and biodiversity. Demand pressures on frontline services. 	Collect Service 2. Trad provide 3. Enfo operat relevar 4. CCT 5. Pres succes enforce 6. Ade deploy enforce 7. Educ recyclii 8 Cc place a messag	le Waste service	of the waste so Council agreer promote environment a resourced and Member Work an Environment All guidance resourced and Environment and Envir	vill support the ervice. ment to fund formental and environmental and have refresholder and Sustaile lating to Cover waste mana proofing in plorcement police.	tablished to produce nability Strategy. id19 implemented gement team to ace icies
Actions for Improvement			Completion Date	Officer		Next Risk Review Date
Review and implement refreshed selective licensing scheme			30/10/2022	Andy Gray		31/03/2023
Review Enforcement Policies			31/08/2022	Andy Gray		

Risk Ref: Our Place	Risk Owner: Diane Krochmal			Date: Revie			
Description of Strategic Risk: The local housing market and the Council's housing related services do not meet demand							
Trigger	Impact	Curre	nt Controls	Likelihood	Impact	Risk Score	
 Housing developers do not build in the District. Lack of suitable development land. Lack of intelligence on housing need/demand. New properties do not match need/demand of local housing market. Existing housing stock is in poor condition. Empty properties not brought back into use. Lack of Council strategic direction and understanding of statutory functions and associated tasks Development and adoption of updated Local Plan to deliver housing to meet identified need. Dates are: Reg 19 consultation by April 22. Submission to Planning Inspectorate August 22 for adoption early 2023. 	 Deterioration in condition of existing housing stock. Increase in number of empty properties. Increased homelessness and overcrowding. Increase in numbers of vulnerable residents. Increased pressure on housing services. Lack of growth across District. 	2. Hou unders 3. Sele review schem 6. Hou health taken. 7. Hou (finance 8. Viab	sing Strategy refresh way. ective Licensing Scheme red and plans for future e under development sing & environmental enforcement action sing Assistance rial) Policy. le housing solution, and NSAP properties	the risk. An up to Local need evidence allocated for h through the 5y annually on th	Plan based of ensures that ousing delivered the work ousing delivered the work ousing delivered the work ous and the work ous the work of	Current Score: 9 Target Score: 6 To mitigate against In robust housing Tappropriate land is T	
Actions for Improvement			Completion Date	Officer		Next Risk Review Date	
Housing and Planning Delivery Team Manager now in post with effect from 10/12/21			31/12/2021	Sally Grindre	od Smith	31/03/2022	

Development of West Lindsey Health and Wellbeing Strategy Strategy	31/03.2023	Diane Krochmal	
Refresh of West Lindsey Housig Strategy approved	31/03/2022	Diane Krochmal	

Risk Ref: Our Place	Risk Owner: Sally Grindro	od-Smith	Date: Revie	wed March	n 2022
Description of Strategic Risk:	The local economy does no	ot grow sufficiently			
Trigger	Impact	Current Controls	Likelihood	Impact	Risk Score
 Slow take-up of strategic employment land. Ineffective marketing of the 	 GVA does not grow. Adverse effect on new job creation and upskilling of 	 NNDR Policy established. Refresh and update of Local Plan policy and evidence base 	3	3	Current Score: 9 Target Score: 6
District to attract inward investment. 3. Loss of a major employer(s) 4. Workforce skills do not match needs of employers. 5. Impact of Covid19 and lockdown on local economy	workforce. 3. Migration of skilled/educated workers out of the District. 4. Impinges on population growth ambitions. 5. Closure of businesses across the District	for employment allocations 3. Maintain close working relationship with Business Lincolnshire and LCC Inward Investment to ensure investment and growth queries are well supported 4. Made in Gainsborough apprenticeship scheme in place. 5. Efficient promotion and delivery of grant aid to businesses across the District 6. Launch of Townscape Heritage Initiative 7. Develop West Lindsey's input into Strategic Infrastructure Delivery Plan and emerging infrastructure strategy 8. Ongoing marketing and promotion of district wide successes across growth and development 9. Maintain effective working relationships with key funders 10. Implement LU programme.	growth. The WLDC bid was successfu delivery. Further to the White Paper o required on th base to suppo Investment Pla	to the Levell to the Levell I and the pro publication of fficers have the development an. If this strateg	d an Economic ocal recovery and ling Up Fund in 2021 ogramme is now in of the Levelling Up commenced work as ent of the evidence ed Prosperity Fund gic risk is planned for

Actions for Improvement	Completion Date	Officer	Next Risk Review Date
Represent West Lindsey's opportunities and challenges within the emerging Greater Lincolnshire Infrastructure Strategy. This is an ongoing area of work led by LCC and therefor action remains and completion day reflects this.	31/03/2022	Sally Grindrod-Smith	30/06/2022
Support the progression of the Central Lincolnshire Local Plan and ensure comprehensive engagement in the regulation 19 consultation stage.	30/06/2022	Sally Grindrod-Smith	
Mainitain watching brief on further support for businesses and ensure capacity in place to deliver effectively	31/03/2022	Sally Grindrod-Smith	
Develop Visitor Economy Strategy	30/09/2022	Sally Grindrod-Smith	

Risk Ref: Overarching Risk Risk Owner: Nova Roberts				Date: August 2021			
Description of Strategic Risk: ICT Security and Information Governance arrangements are ineffective							
Trigger	Impact	Current Controls	Likelihood	Impact	Risk Score		
 Significant data breach or loss of data. Successful cyber security incident. Lack of staff awareness or training. Inadequate infrastructure or ICT security arrangements. Lack of or inadequate policies and guidance Contracts/sharing agreements with data processors/controllers that do not ensure clauses allowing movement of data to a third country. 	 Significant adverse impact on service delivery. Financial loss/fines imposed by ICO. Potential ransom demands for release of data. Reputational damage. Loss of personal and business related data. 	 Robust ICT security systems in place. PSN accreditation. Up to date infrastructure and back-up arrangements. Business continuity arrangements established. Relevant policies covering ICT usage and information security. Data Protection Officer and Senior Information Risk Owner roles in place. On-going training and awareness for staff; reinforced as a result of Covid19 and home working arrangements Process in place for the reporting and investigation of data breaches and learning loop applied. PCIDSS compliance Rolling programme of audits Ensuring standard contractual clauses are in place with data processors/controllers who hold data outside of UK. 	promotion of in mitigate again. The role of Serbeen reallocate Services. SIRO attended Recent cyber-sassurance. In present circular vigilance is regular arrange Council's abilit processors/cothe EU. Standainserted into a agreements. A	onitoring of onitoring of onitoring of onitoring of onitoring of onitoring of onitoring on the Direct of the Direct of the Direct on the Direct on the Direct of the Direc	mpact upon the data of data t are storing data in ual clauses are being		

	12. Insurance in place to cover costs of recovery from ICT failure/cyber attack.			
Actions for Improvement		Completion Date	Officer	Next Risk Review Date
Deliver against 10 year infrastructure development plan		31/03/2023	Cliff Dean	31/01/2023

Risk Ref: Overarching Risk	Date: Reviewed March 2022						
Description of Strategic Risk: Failure to comply with legislation including Health and Safety matters							
Trigger	Impact	Current Controls	Likelihood	Impact	Risk Score		
1. Breach of legislation.	1. Reputational damage.	1. Corporate H&S Officer in	2	4	Current Score: 8		
2. Failure to seek or follow legal	2. Financial loss.	place.			T 10 0		
advice.	3. Judicial Review.	2. H&S Champions across the			Target Score: 8		
3. Complaint from external	4. Prosecution for H&S related	Council.	Commentary: The move to a new operational depot has no				
organisation or member of public.	incidents.	3. General H&S training					
4. Whistleblowing report.	5. Employees injured through	provided. Service specific H&S	taken place. T	his will create	e a safer working		
5. Increase of reportable incidents	work activity.	training and safe working	environment f	or staff.			
in specific work areas or activities.	6. Increased insurance claims	procedures including lone	New ways of working has been adopted by s with DSE assessments in place.				
6. Increase of insurance claims.	and insurance premiums.	working.					
7. Accidents not reported or	7. Member of public,	4. H&S incident reporting	4 th covid19 survey being undertaken, good results from previous 3 surveys.				
investigated.	contractor or employee killed	arrangements.					
8. Increase absence rates or other	at work, possible corporate	5. Service level H&S risk	· · · ·				
work related absences.	manslaughter action.	assessments undertaken and					
9. Non-compliance with primary	8. Staff sickness rates increase	regular H&S walks undertaken					
legislation or Council policies.	due to lack of compliance with	to identify hazards.					
10. Project work not planned	good H&S practice.	6. Reporting to Mgt					
effectively to control H&S risk.	9. Increased	Team/JSCC on H&S incidents.					
11. Managers and employees not	employer/employee litigation	7. Regular H&S and stress mgt					
effectively trained in H&S matters.	through inconsistent approach	training for all staff.					
12. Absence of robust H&S	to managing H&S in the	8. Council subscription to					
monitoring and recording system.	workplace.	Employee Assistance					
13. Fire Risk Assessments not	10. Unable to defend H&S	Programme for staff.					
current and reviewed by Managers	claims or disputes.	9. Regular inspections of					
		property, including car parks.					
		Pro-active maintenance					
		programme.					
		10. Early resolution of					
		reported defects.					
		11. Public Liability and					
		Employers Liability insurance					

12. inc 13. leg 14. Leg 15. bei	place. Legislative implications luded on all reports. Compliance with current dislation and best practice. Membership and use of dal Services Lincolnshire. H&S compliance work ding undertaken with		
Actions for Improvement	Completion Date	Officer	Next Risk Review Date
			30/06/2022

Risk Ref: Overarching Risk Risk Owner: Ady Selby			Date: Reviewed March 2022			
Description of Strategic Risk: Inability to maintain critical services and deal with emergency events						
Trigger	Impact	Curre	ent Controls	Likelihood	Impact	Risk Score
 Loss/failure of critical systems. Inadequate response to incident 	Inability to deliver critical/key services.		ust infrastructure and ip arrangements.	2	4	Current Score: 8
or emergency.	2. Increased risk of harm to		kage of information			Target Score: 6
3. Lack of, or ineffective, partnership working. 4. Lack of emergency planning or disaster recovery arrangements. 5. Ineffective communication arrangements.	vulnerable customers. 3. Financial loss. 4. Reputational damage.	security incident policies and procedures. 3. IT Disaster Recovery Plan. 4. Robust emergency planning in place 5. Regular review of business continuity arrangements. 6. Membership of LRF		Commentary: Effective business continuity and emergency planning responses are in place. Frequent testing will be a key priority. The refreshed emergency plan was approved by members in 2021. Assurance Lincs recently gave high assurance following audit of EP and BC arrangements. Improved flood arrangements are in place.		
Actions for Improvement			Completion Date	()tticer		Next Risk Review Date
Refresher training for appropriate officers		31/03/2023	Ady Selby		31/03/2023	
Training for all involved with EP and BC up to date		31/03/2023	Ady Selby			

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Flood Group approved by BC Committee 31	31/08/2022	Ady Selby	
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Risk Ref: Overarching Risk Risk Owner: Nova Roberts			Date: Reviewed March 2022			
Description of Strategic Risk: Inability to maintain service delivery with the amount of change initiatives						
Trigger	Impact	Curre	nt Controls	Likelihood	Impact	Risk Score
	Inability to deliver critical/key services.					Current Score:
	2. Increased risk of harm to					Target Score:
	vulnerable customers. 3. Financial loss. 4. Reputational damage.			the council's pallowing for owners and repand portfolio back A business cas recommendat resources to ir understanding The council's pail allow for it KPIs that are oconsecutive pain T24 allowing	ommendation or operation of the association of the association of the association of the association of the agreeriods. Teaming for the identification of	ear focus on nbed as well as an
Actions for Improvement			Completion Date	Officer		Next Risk Review Date
						30/06/2022