



# Renfrewshire Valuation Joint Board

**Report to:** Renfrewshire Valuation Joint Board  
**Meeting on:** 17<sup>th</sup> August 2018  
**Subject:** Corporate Risk Register  
**Author:** Assistant Assessor & Electoral Registration Officer

## 1. Introduction

The Corporate Risk Register has been reviewed in line with our agreed review cycle.

## 2. Recommendations

- i. The Board note the contents of the report.

**Lindsey Hendry**  
**Assistant Assessor & Electoral Registration Officer**  
**9<sup>th</sup> August 2018**

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# RENFREWSHIRE VALUATION JOINT BOARD



## CORPORATE RISK REGISTER IG7

<b>Title</b>	Risk Register
<b>Author</b>	Depute Assessor & ERO
<b>Approved By</b>	Senior Management Team
<b>Date of Approval</b>	August 2013
<b>Reviewer</b>	Assistant Assessor & ERO - Governance
<b>Review Date</b>	As Required

### Review History

<b>Review No.</b>	<b>Details</b>	<b>Release Date</b>
1	First full review	1 February 2014
2	Second full review	1 February 2015
3	Third full review: Name changed to Risk Register	1 August 2016
4	Fourth full review – Name changed to Corporate Risk Register	1 August 2018



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## **Preamble**

The business and social environment that the Board operates and provides services within continues to be a challenging and changing environment. Change is ever present and we need to evolve in order to keep pace with our financial challenges, our key priorities and effective service delivery.

Effective Risk management is the process of identifying risks, evaluating their potential consequences and determining the most effective methods of controlling them. The purpose is to reduce the frequency of risk events occurring where possible, and minimising their effect if they do occur. In effect it's about ensuring the right things happen and that, 'risk-aware' not 'risk-averse' decisions are taken in all areas of service delivery.

Risk management offers a number of benefits; it is not simply about health and safety risks, its purpose is to bring sharp focus on the significant risks facing the Board and identifying risk has the equal and opposite benefit of improved service delivery. For example, making major changes in Information Technology can enable an improved experience for service users, although there may be financial implications to reach the required goal.

Risk management should be an integral part of policy planning and operational management. Identifying, analysing, controlling and monitoring risk will aid elected members and senior managers make informed decisions about the appropriateness of adopting policy or service delivery options.

## 1.0 Background

1.1 Working in partnership with Renfrewshire Council, the Board's risks have been evaluated using the Council's risk matrix and involves multiplying the likelihood of occurrence of a risk by its potential impact. This produces an evaluation of risk as either 'low', 'moderate', 'high' or 'very high'. High/very high risks are viewed as significant.

1.2 The profile of corporate risk going forward is shown in the table below:

Evaluation	Low	Moderate	High	Very High	Total
No. of Risks:					

1.3 In scoping the proposed corporate risk register, the senior management team have identified those risks that they perceive to be significant. They have then taken steps to manage the risks within their control in order to safeguard their employees, service users and assets. This will in turn preserve and enhance service delivery and maintain effective stewardship of the Boards funds.

1.4 The corporate risk register will align with Renfrewshire Valuation Joint Board's Service Plan and Business Continuity Plan.

1.5 It should be noted that the cost of controlling the corporate risks and undertaking further action is currently being met within the Board's current budget.

## 2.0 Risk Management - Identification of arrangements within RVJB including Roles and Responsibilities

2.1 During December 2012, RVJB had implemented a range of standard procedures in keeping with the organisation's risk management strategy. This included adoption of the risk management process and, as mentioned above, the adoption of a standardised risk matrix for analysis and evaluation of risk.

2.2 Within RVJB the Governance Working Group, which consists of the Assessor and Electoral Registration Officer (ex-officio member), Assistant Assessors & Principal Administrative Officer are responsible for identifying risks and maintaining the Corporate Risk Register. To ensure the risks are identified a number of methods have been employed and information gathered from various sources. These are outlined below:-

Consultation	1. The GWG have met to discuss generic themes which impact on the 3 core functions of the Board, to identify service priorities and identify key challenges that may impact on service delivery, financial and other resources.
Benchmarking	2. Discussion has taken place with the Scottish Assessors Association on the risks Assessors and ERO's face throughout Scotland.
Review of key reports specific to Joint Boards	3. Service Plan 4. Business Continuity Plan 5. Electoral Commission – Performance Standards
Review of new/emerging legislation – working in partnership	7. Review of new/emerging legislation which has or will impact on the statutory 3 core functions. 8. Other examples include the Equalities Act etc

- 2.3 The Assessor or Assistant Assessor, will co-ordinate the RVJB's response to any risk event. They will ensure activation of the Senior Management Team (SMT) along with appropriate additional specialised staff, if specific expertise is required.

The SMT will act in accordance with the Corporate Risk Register and the Business Continuity Plan ensuring, so far as is reasonably practicable, the health, safety and welfare of those affected.

The SMT shall ensure effective communication between all relevant internal and external persons and agencies, keep accurate records of all decisions or actions taken and, if the Emergency Services are present, act on the advice of the senior, or Incident Officer.

Due to the relatively small and compact operation carried out by the Valuation Joint Board, the required structure can be compressed, with the same group fulfilling various roles. The expected base of operations will be The Robertson Centre or a Renfrewshire Council Property.

### **3.0 Corporate Risk Management Objectives**

The organisation's corporate risk management objectives will be met by ensuring:-

1. Leadership and management: Ensuring the Assessor and Senior Managers fully support and promote risk management.
2. Policy and strategy: Ensuring that the risk management policy and strategy remains fit for purpose, providing a consistent approach to risk management and increasing its effectiveness.
3. People: Ensuring that the organisation's people are equipped and supported to manage risk well.
4. Partnerships and resources: Ensuring that the organisation has effective arrangements in place for managing risks in partnerships.
5. Processes: Ensuring that the risk management processes are effective in supporting the business activities of the Board.
6. Risk handling and assurance: Ensuring that risks are handled well and that the organisation has assurance that risk management is delivering successful outcomes and supporting innovation.
7. Outcomes and delivery: Ensuring that risk management does contribute to achieving positive outcomes for the organisation.

### **4.0 Corporate Risks**

Eleven corporate risks have been identified and a proforma completed for each risk, with the level of risk identified, see **Appendix 1**.

The majority of the corporate risks are inter-related and in some instances inter-dependent. Given this inter-dependence the SMT will have an over-view and monitor any changes/developments which may impact on the Board's current risks.

<p>1. Economic Sustainability / Financial Pressures</p>	<p>Those affecting the ability of the Board to meet its financial commitments, due to budgetary pressures as a result of increased financial pressures on the Board from their Unitary Authorities and Scottish Government.</p>
<p>2. Legislative Changes</p>	<p>Those associated with current or potential changes in national or European law. This will, potentially, create unexpected budgetary pressures.</p>
<p>3. Electoral Registration</p>	<p>Preparation for any election called outwith the normal electoral timetable, ability to deliver the election in a shortened time frame. The procurement of an Electoral Management System to mitigate risks prevalent from utilising an in-house electoral system.</p>
<p>4. Professional Services</p>	<p>Ability to deliver the statutory functions of the Joint Board e.g. non-domestic revaluations and the move to 3 yearly revaluations. Responsibility for Utilities valuations – Designated Assessor for Fixed Line Telecommunications.</p>
<p>5. Technological Changes/Pressures</p>	<p>Capacity to deal with the changes/development in IT, including the Board's ability to deal with changing demands as a result of IT development or lack of, which will impact on service delivery.</p>
<p>6. Failure of Information Communication Technology (ICT)</p>	<p>Refer to Business continuity Plan. The risk of loss of data sets, which would result in loss of service to all stakeholders e.g. through hacking</p>
<p>7. Loss of premises due to major damage and or loss of tenure</p>	<p>Refer to Business continuity Plan.</p>
<p>8. Loss/destruction of information held in paper format</p>	<p>The Board has invested in the procurement of a Document Management System but a significant amount of information is still held in paper format with little or no backup.</p>

<p>9. Staffing demographics; the inability to recruit and retain staff; non availability of key staff or significant numbers of staff</p>	<p>Existing staff demographics may give cause for concern given the number of key personnel that may retire over the next 5 years and the age profile of the Board's staff.</p>
<p>10. Legal</p>	<p>Failure to comply with : Equalities Obligations, Data Protection, Freedom of Information &amp; Health &amp; Safety Legislation</p>
<p>11. Governance</p>	<p>Failure to have relevant and current personnel policies, failure to follow personnel policies, failure to comply with KPI targets, failure to comply with audit actions.</p>



**Risk Areas in Order of Significance**

Risk areas	Likelihood	Impact	Score	Evaluation
REF.01 Economic stability/Financial Pressures	04	05	20	Very High, Unacceptable and significant
REF.02 Legislative changes	04	05	20	Very High, Unacceptable and significant
REF.05 Technological Changes / Pressures	04	04	16	High, Moderate and significant
REF.03 Electoral Registration	04	04	16	High, Moderate and significant
REF.06 Failure of ICT	04	04	16	High, Moderate and significant
REF.08 Loss/ Destruction of information	03	04	12	High, Tolerable and significant
REF.09 Staffing Demographics	03	04	12	High, Tolerable and significant
REF.04 Professional Services	02	04	8	Moderate/Tolerable
REF.07 Loss of premises	02	03	6	Moderate/Tolerable
REF.10 Legal : Failure to comply with Legal Obligations	02	03	6	Moderate/Tolerable
REF.11 Governance	02	03	6	Moderate/Tolerable



# RVJB Corporate Risk Register

Report Type: Risks Report  
 Report Author: Lindsey Hendry  
 Generated on: 19th July 2018

## Objective:

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
REF.01 Economic Stability / Financial Pressures  Context: (1) The Joint Board is operating in an environment of reduced resources, increased workloads and ever greater demands placed on the service. (2) Accommodation reorganisation is required to reduce overheads to allow cost savings in the current financial year.	Canvass ongoing costs  <b>This may result in budget/ staffing set to a level too low to allow an adequate service to be provided.</b>	Kate Crawford	<ul style="list-style-type: none"> <li>Medium Term financial strategy well developed and continually updated and adapted to quickly changing circumstances</li> <li>Well developed budget planning, budget setting and budget monitoring arrangements at both officer and member level; clear decision making processes in place with regards budget management; financial position reported to the Board by the Treasurer to the Board</li> <li>Board reporting has made clear the challenges we face in the next 3 years</li> <li>Maintenance of adequate reserves to meet known and unknown peaks in workloads or expensive appeal litigation (e.g. Cost of Lands Tribunal hearings). Reserves are currently low and are at the minimum an organisation of this size should have</li> <li>Support of the Board would be sought to release budgetary tension by requesting more requisitions as current reserves are now at the minimum acceptable level</li> <li>As part of the medium term financial planning there is continuous development of saving workstreams to ensure the maintenance of adequate reserves to meet known and unknown peaks in workload or expensive legal litigation</li> <li>Systems in place to monitor and review financial resources – Budget monitoring undertaken monthly with reports provided to the management team. This assists with budget projections when combined with future service requirements</li> <li>Through the restructure of the organisation which was approved by the Board in June 2018, the Assessor has provided a streamlined, sustainable structure in the medium to long term future</li> <li>Accommodation reorganisation is required in the current financial year (18/19) to ensure cost savings are made through relinquishing the upper floor of the Robertson Centre to reduce overheads. Options are being investigated with our Corporate Landlord – Renfrewshire Council</li> <li>Information sharing through ongoing SAA discussion which allows the sharing of best practice with limited use of resources</li> <li>Information sharing through ongoing AEA discussion which allows the sharing of best practice with limited use of resources</li> <li>Potential for legal action to ensure funding is provided to a level to ensure satisfactory discharge of statutory duties</li> </ul>	04	05	20 Very High/ Unacceptable and Significant
Action Codes	Linked Actions	Assigned To	Due Date	Status		
	Monitor	Budget Team, Senior Management Team	Ongoing			

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
<p>REF.02 Legislative Changes</p> <p><b>Context:</b> (1) Legislative changes affecting the discharge of statutory duties. Examples include: the Scottish Government committing to a number of recommendations of the Barclay Review into non-domestic rates published in August 2017 which will require primary legislation. Further changes to Electoral Registration Law e.g. canvass (2) Prospect of a Council Tax Revaluation and the corresponding changes to the legislation</p>	<p>Legislative changes (see 'context box' for examples) <b>will lead to</b> increased budgetary pressures.</p> <p>The Scottish Government has accepted and committed to introducing the Barclay Review recommendation of 3 yearly rating Revaluations from 1<sup>st</sup> April 2022. Primary legislation is required and the rating landscape is unknown in terms of the corresponding revaluation appeal timetable etc.</p> <p>The possibility of amendments to the primary legislation for Council Tax to allow for a Council Tax Revaluation is uncertain in the medium term.</p> <p>Reduction in level of reserves will limit opportunity to meet unexpected financial challenges. The Joint Board is currently at the lowest acceptable level of reserves in percentage terms.</p>	Kate Crawford	<ul style="list-style-type: none"> <li>▪ The SAA Executive has formal regular meetings with the Scottish Government and through this body we will be empowered to contribute to the decision making process</li> <li>▪ Key partnership arrangements with the Scottish Government, Electoral Commission, AEA, SAA and Cabinet Office. This allows participation in the consultation process</li> <li>▪ The SAA will continue to monitor the situation regarding Council Tax and provide advice and guidance to government as and when required and contribute to Consultations.</li> <li>▪ 3 year budget setting process has to be robust to ensure all possible financial risks that changes to legislation might bring are highlighted</li> <li>▪ Any unexpected overspends should be highlighted to the Board's financial advisers</li> <li>▪ The Board has access to reserves for unexpected events although we are now at the lowest acceptable level for an organisation of this size, therefore an increase in requisitions may be sought in the short to medium term</li> <li>▪ Seek funding from other bodies where possible – including Scottish Government, Cabinet Office etc</li> <li>▪ The Assessor &amp; ERO will ensure Board members are advised of all possible outcomes affecting the organisation and service delivery arising from any statutory changes</li> <li>▪ Methodologies and processes are developed and adopted on an ongoing basis to manage any change</li> <li>▪ Further investment in IT is forward thinking to meet and support challenges the organisation will face in the future</li> </ul>	4	5	20 Very High/ Unacceptable/ Significant
<b>Action Codes</b>	<b>Linked Actions</b>	<b>Assigned To</b>		<b>Due Date</b>	<b>Status</b>	
	Monitor	Senior Management Team		ongoing		

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
<p>REF.03 Electoral Registration</p> <p>Context: IER has impacted on the updating process of</p> <p>(1) the register (2) the canvass both timing and extra costs</p> <p>Additional Considerations</p> <p>(3) With the Scottish Government's Devolved powers for both the Scottish Parliamentary and Local Government Elections, the franchise has been changed for both these types of elections to include 16yrs +. Requires IT/EMS systems to be able to differentiate between Westminster Franchise Elections and Scottish.</p> <p>(4) The Scottish Government Consultation on Electoral Reform which is considering further changes to the franchise amongst other options.</p> <p>(5) Snap elections called over the last two years have put a significant strain on the Board's budget.</p> <p>(6) PSN accreditation has been achieved, however connectivity is still through Renfrewshire Council until such times as this can be separated.</p>	<p>There are ongoing pressures - both financial and timing pressures continue to have an effect on the Canvass</p> <p>Funding from UK Government is ending in 2020 and the Board cannot rely on reserves in the short term.</p> <p>Shorter-term financing of Electoral Registration will need to be reviewed as reserves cannot be used to fund the procurement of an Electoral Management System which will mitigate the risks of resourcing and delivering unplanned elections.</p>	Kate Crawford	<ul style="list-style-type: none"> <li>■ Board are fully aware of the continued impact of IER on electoral services through regular updates at Board meetings</li> <li>■ Short term funding and IT development costs have been met by the Cabinet Office but this funding is expected to end in the short term</li> <li>■ Our continued membership of the SAA and the Assessor's position as Vice Chair of the SAA's Electoral Committee, allows access to the, Electoral Commission, the Scottish Government &amp; Cabinet Offices allowing the Board to be at the forefront of discussions consultation on best practice for future changes to the electoral process</li> <li>■ Due to the forecast changes to our core operating system, the need to procure an Electoral Management System is required in the short term which will mitigate the risks associated with electoral registration</li> <li>■ While the Board's bespoke Electoral Management System is still utilised, the Electoral Project Plan is maintained and updated to ensure all necessary activities are planned for and sufficient resources are available as and when required</li> <li>■ The SMT have ensured evaluation of previous electoral events have been integrated into the planning process</li> </ul>	4	4	16 High/ Moderate/ Significant
<b>Action Codes</b>	<b>Linked Actions</b>	<b>Assigned To</b>	<b>Due Date</b>	<b>Status</b>		
	Monitor	Assessor		Ongoing		

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
REF.04 Professional Services Context: (7) Breaching statutory duties in terms of disposal date for 2017 Revaluation appeals pressure on staff to deal with high appeal loads (8) Pressure on Valuation Appeal Committee to dispose of outstanding appeals by the statutory deadline. (9) Costs associated with defence of values at Valuation Appeal Committee (10) costs associated with proceeding to a hearing at the Lands Tribunal. This is estimated to be circa £10k/day at Tribunal - inclusive of preparatory work and employment of legal counsel. (11) impact on revenue collection for our 3 Unitary Authorities due to loss of value on appeal (12) impact on Rateable Values for Central Government resulting in financial uncertainty (13) In the longer term, the risks involved with the implementation of 3 yearly Revaluation cycles and the disposal of the resultant appeals in a possibly, shorter time frame	The organisation is facing the disposal of the 2017 revaluation appeals with the lowest number of qualified staff. Risks involved with this situation are less resilience if a member of staff has a long term absence, maternity leave.  The Board needs to have the relevant knowledge base and allow staff to continually develop this knowledge to ensure appeals can be robustly defended  Attendance at Valuation Appeal Committee Hearings is increasing with the associated costs thereby increasing  RVJB Assessor is Designated Assessor dealing with Telecoms for all of Scotland. Very high values generated and subsequent appeals could necessitate legal costs to defend, as required. The cost of time and the resources involved in producing and defending these values for the whole of Scotland has to be funded from existing budget  3 yearly Revaluation cycles will have an impact on resources e.g. the disposal of the resultant appeals from one Revaluation being undertaken at the same time as preparing for the next Revaluation	Kate Crawford	<ul style="list-style-type: none"> <li>■ Strategy in place to tackle priorities, timetable, preparatory work and momentum</li> <li>■ Monitoring of progress and working with SAA colleagues to ensure all values are defended rigorously.</li> <li>■ Systems in place to monitor and review incoming appeals and outstanding appeals. Reporting of the disposal programme is reported on a monthly basis to the SMT and quarterly to Scottish Government.</li> <li>■ Schedule of dates to December 2020 for all committee hearings to deal with the 2017 appeals have been agreed with the Renfrewshire Valuation Appeal Panel</li> <li>■ System in place to analyse results of committee hearings to ensure lessons learned inform other appeals</li> <li>■ Information sharing through ongoing SAA discussion</li> <li>■ Monitoring of staffs workload to minimise stress</li> <li>■ Seek effective three year budgetary cycle to ensure financial resources are in place and known</li> <li>■ Utilise information technology to support the citation process and the subsequent appeal process</li> <li>■ Seek methods that will allow appeals to be dealt with in a cost effective manner. E.g. Partnership working to reduce cost of citation – deal with appeals pre-citation</li> <li>■ Telecoms appeal work requires careful monitoring and request for resources to deal with this workload if the resultant appeal disposal cannot be continued to be resourced from existing budget</li> </ul>	2	4	8 Moderate/ Tolerable
<b>Action Codes</b>	<b>Linked Actions</b>	<b>Assigned To</b>		<b>Due Date</b>	<b>Status</b>	
	Monitor	Principal Surveyors, Assistant Assessors		Ongoing		

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
REF.05 Technological Changes / Pressures  Context: (1) The Progress operating system, which facilitates both the Valuation and Electoral functions, is being phased out by Renfrewshire Council and the Board has no option but to look for a suitable replacement.  (2) The procurement of an "off the shelf" EMS in the short term to future proof for the loss of Progress and to mitigate the risk of unplanned electoral events and the Board's limited resources  (3) The procurement of a suitable valuation system to cope with the move to 3 yearly Revaluations.	Capacity to deal with the changes/development in IT, including the Board's ability to deal with changing demands as a result of IT development which <b>will impact on</b> service delivery, ability to perform statutory duties of the three core functions to the required deadline and potential increase in resources/knowledge base required to support the IT team.  With the move to 3 yearly revaluations, the IT systems have to be able to minimise the demands placed on the valuation team and assist in this seismic change to the rating landscape  Unresolved PSN issue is the disconnection of the Board from Renfrewshire Council's API connection	Kate Crawford	<ul style="list-style-type: none"> <li>■ Strategy in place to establish priorities, timetable, and to maintain momentum in reaching the requirements for fast efficient service delivery – achieved through the IT Strategic and operational Working Groups</li> <li>■ Working with partners in Renfrewshire Council IT detailing our requirements over the mid to longer term</li> <li>■ Perform daily back-ups and download documentation onto tapes/disks for secure storage off-site</li> <li>■ Mitigate by engaging with Cabinet Office, Renfrewshire Council and Class Consultants. Retain current reserves to off-set any additional costs</li> <li>■ The purchase of an off the shelf EMS will provide savings in the medium to long term and also remove the requirement of Renfrewshire Council to disconnect the Board from RC's API connection</li> </ul>	4	4	16 High/ Moderate/ Significant
<b>Action Codes</b>	<b>Linked Actions</b>	<b>Assigned To</b>		<b>Due Date</b>	<b>Status</b>	
	Senior Management Team to investigate procurement of alternative systems	Senior Management Team		Ongoing		

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
REF.06 Failure of ICT Context: (1) Non availability of systems, either through system/ telephony or power supply failure or sabotage (2) Potential loss of key business or financial data	There are many events which may cause ICT failure such as: internal/external malicious damage; failure of third parties to meet deadlines; failure to back-up ICT; major ICT failure; failure due to virus attack.  A combination of one or more of the above events happening would result in a major impact in service delivery to all stakeholders.	Kate Crawford	<ul style="list-style-type: none"> <li>■ Board is accredited to PSN standard and ICT is put through an ITHS each year before applying for reaccreditation under PSN.</li> <li>■ SLA in place to ensure development is on-going in line with service requirements</li> <li>■ Contractual arrangements in place for maintenance and upgrading with external contractors</li> <li>■ Anti-Virus, anti-spam software continually updated</li> <li>■ Firewall, Network application controls and audit procedures all in place and continually updated/reviewed</li> <li>■ All applications and data sets are backed up nightly on site</li> <li>■ Loss of processing limited to 72 hours as a result of back up</li> <li>■ Currently there are 3 on site IT staff to provide an instant response to problems</li> <li>■ Server capacity reviewed/renewed on a regular basis to provide maximum data protection</li> <li>■ We are reliant on effective I.T. systems for many key areas of services, and the priorities and processes for dealing with failure of I.T. systems, an effective IT Disaster Recovery Plan is currently being prepared, however it is reliant on the Board being able to partner with Renfrewshire Council's Cloud Base Disaster Recovery Site.</li> <li>■ With the back scanning of paper files, the requirement for a fully functioning disaster recovery for the Board in its own right is also required and this is currently being investigated.</li> </ul>	4	4	16 High/ Moderate/ Significant
<b>Action Codes</b>	<b>Linked Actions</b>	<b>Assigned To</b>		<b>Due Date</b>	<b>Status</b>	
	Monitor	Assessor		Ongoing		

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
<p>REF.07 Loss of premises due to major damage/ loss of tenure and non-availability of key or significant numbers of staff.</p> <p>Refer to Business Continuity Plan</p> <p><b>Context:</b> (1) The preferred option in the event of the loss of the Robertson Centre would be a new location sourced via Renfrewshire Council Civil Contingencies Service (2) Due to the nature of the RVJB's operations and the nature of the VJB's relationship with not only its lead authority, Renfrewshire Council, but also its other 2 constituent Councils, East Renfrewshire and Inverclyde, it has also been assumed that it is impractical/ unnecessary to seek to identify potential accommodation in the vicinity of the VJB's offices which is retained unoccupied as a potential emergency option for organisations affected by disaster. (3) Non-availability of key staff or significant numbers of staff, either through outbreak/ disease, industrial action, transport disruption/ fuel shortages, severe weather etc.</p>	<p>Should such an event occur, it is assumed that one of the constituent Councils will be in a position to provide temporary facilities. Should this not be the case in the immediate situation, this may result in a temporary loss of service</p> <p>Following the introduction of PSN large areas of the VJB's network is now Virtual. This would enable the services to be brought on stream far quicker</p> <p>Non-availability of key or significant staff may result in a temporary loss of service</p>	Kate Crawford	<ul style="list-style-type: none"> <li>Lease in place with Renfrewshire Council until 2024</li> <li>It is assumed that replacement resources, buildings, and infrastructure are all to a certain extent, and within a foreseeable time scale, available, i.e. the disaster does not affect the whole area, but is more or less confined to the Valuation Joint Board's service provision. Should such an event occur, it is assumed that one of the constituent Councils will be in a position to provide temporary facilities</li> <li>Constant review of Business Continuity Plan</li> <li>Staff are aware of Business Continuity Plan and appropriate members hold copy of this plan at home.</li> <li>Annual refresh of contact details of all RVJB staff to ensure correct information is held in an emergency situation</li> </ul>	2	3	Moderate/ Tolerable
<b>Action Codes</b>	<b>Linked Actions</b>	<b>Assigned To</b>		<b>Due Date</b>	<b>Status</b>	
	No change	Assistant Assessors, IT Department		Ongoing		

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
REF.08 Loss/ Destruction of information held in paper format  Context: (1) While a great deal of information is held electronically for Electoral Registration, Council Tax and Non Domestic subjects, loss of paper files would cause some delay in dealing with enquiries or appeals.	A significant loss of paper information will result in staff hours spent ingathering the lost information. Removing them from other duties such as Running Roll changes and appeals disposal. <b>This could impact on meeting</b> statutory deadlines; informing partners of changes to the Valuation Roll & Council Tax List within the KPIs set by Government.	Kate Crawford	<ul style="list-style-type: none"> <li>■ Currently scanning all files for domestic &amp; non-domestic files with the introduction of the Document Management System mitigating the risk for all 3 core functions.</li> <li>■ ER information held largely electronically.</li> <li>■ Introduction of telephone, text and internet registration has aided in reducing paper receipt and handling.</li> <li>■ Non Domestic valuations are held largely electronically, however plans and historical documents are not.</li> <li>■ CT technical data and bands held electronically.</li> <li>■ Regular fire alarms and testing of the system.</li> <li>■ CCTV &amp; fire extinguishers in place.</li> </ul>	3	4	12 High/ Tolerable/ Significant
Action Codes	Linked Actions	Assigned To	Due Date	Status		
	Data Migration of N drive on to Document Management System	Assistant Assessors, IT Department	On going			

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
REF.09 Staffing demographics  Context: (1) Existing staff demographics show the skill base in Electoral Registration lies with those that are nearing retail. (2) Inability to recruit & retain staff	The demographic profile of the RVJB workforce combined with significant reductions in levels of available staff could result in a loss of key knowledge and skills and impact on the service's ability to function or deliver critical processes.	Kate Crawford	<ul style="list-style-type: none"> <li>Staff demographics are monitored &amp; reported through the Equalities framework</li> <li>Forward planning in place if key members of staff should exercise their option to retire</li> <li>Adverts for staff are placed in key areas – appropriate internet sites, newspapers etc</li> <li>Trainee Valuer posts: training programme in place to provide training to allow the trainee to sit the Assessment of Professional Competence and become a member of the Royal Institution of Chartered Surveyors</li> <li>Current staff are being trained in other areas of service delivery to allow for succession planning</li> </ul>	3	4	12 High/ Tolerable/ Significant
<b>Action Codes</b>	<b>Linked Actions</b>	<b>Assigned To</b>		<b>Due Date</b>	<b>Status</b>	
	No Change					

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
REF.10 Legal  Context: (1) Failure to comply with legislation e.g. Data Protection legislation, Freedom of Information (Scotland) Act 2002, Equalities obligations, Records Management Act 2011 and Health & Safety legislation	Due to changes in legislation and ever increasing demands from stakeholders, failure to comply with legislation could result in reputational damage, breach of agreements and substantial fines.	Kate Crawford	<ul style="list-style-type: none"> <li>A Data Protection Officer (DPO) has been employed by the Board due to the requirement under data protection legislation and to ensure continued compliance which mitigates risk</li> <li>Ensure a Data Protection Impact Assessment is undertaken where appropriate under the guidance of the DPO</li> <li>Publication Scheme adopted and published on the Board's website</li> <li>Analysis of FOI requests to monitor information requested and if appropriate information provided added to Publication Scheme</li> <li>Information gathered from Information Commissioner newsletters</li> <li>Monitoring of service and staffing implemented to ensure compliance with Equalities obligations</li> <li>Equalities report prepared and published on the Board's website</li> <li>Document Management System installed to work towards completion of a future development identified in the Board's Records Management Plan</li> <li>Fire Risk Assessments in force with regular reviews, fire evacuation drills undertaken with regular testing of alarms etc. Fire wardens/first aiders identified and circulated to staff. Protective clothing maintained regularly</li> <li>For the Board's responsibilities under data protection, FOI(S)A etc, policies have been approved and published and staff training is provided and monitored to ensure continued compliance. They are also standing items on the Governance Working Group agenda</li> <li>The Board also has representatives on the SAA Governance Committee to ensure shared knowledge and good practice. The Board is also represented on Renfrewshire Council's Internal Working Groups relating to Health &amp; Safety, FOI etc</li> </ul>	2	3	6 Moderate/ Tolerable
<b>Action Codes</b>	<b>Linked Actions</b>	<b>Assigned To</b>		<b>Due Date</b>	<b>Status</b>	
	Monitor	Assistant Assessor - Governance		Ongoing		

Context	Risk Statement	Owned by	Current Risk Control Measures	Likelihood	Impact	Evaluation
REF.11 Governance  Context: (1) Failure to comply with Audit Actions (2) Failure to have and follow relevant and current personnel policies (3) Failure to achieve Key Performance Indicators	Poor corporate governance e.g. failure to comply with audit actions, to have and follow personnel policies and to achieve the Board's Key Performance Indicators can lead to poor performance, demotivated staff , grievance/disciplinary actions and reputational damage	Kate Crawford	<ul style="list-style-type: none"> <li>• Consultation with both Internal and External Auditors. Preparation and management of Board Reports</li> <li>• Budget team meet to approve final accounts and audit report before publication</li> <li>• Audit action lists reviewed by Senior Management Team (SMT)</li> <li>• Audit is a standing item on Governance Working Group</li> <li>• Adaptation and adoption, where appropriate, of Renfrewshire Council's policies, as lead authority</li> <li>• Relevant policies/procedures in place relating to disciplinary actions and grievance complaints</li> <li>• Policies/Procedures available to view on Document Management System and are standing items on the Governance Working Group agenda</li> <li>• Liaison with Renfrewshire Council's Human Resources Department on a regular basis</li> <li>• Staff training provided and reviewed on a regular basis</li> <li>• KPIs are monitored on a monthly basis by SMT and Principal Surveyors</li> <li>• Performance Improvement Reports have been introduced to formalise existing procedures for valuation roll/council tax amendments processed outwith the Board's targets. Corrective action taken where appropriate e.g. time management course for individual staff member</li> </ul>	2	3	6 Moderate/ Tolerable
<b>Action Codes</b>	<b>Linked Actions</b>	<b>Assigned To</b>		<b>Due Date</b>	<b>Status</b>	
	Monitor	Assistant Assessors		Ongoing		