

Household Support Fund_Risk Register

1st November 2017

Negative Risks that offer a threat to Council Tax Reduction and its Aims (Aim - Reduce Level of Risk)

Ref	Risk Description	Key Causes	Key Consequence	Status Open / Closed	Risk Category	Risk Owner	Key Mitigations	Direction of travel	Current Risk Level			Monetary Impact of Risk Ek	Risk Tolerance			Actions to be undertaken (Include dates as appropriate)	Escalated to: DRR/CRR	Escalated by:	Date	Portfolio Flag	Audit Trail									
									Likelihood	Impact	Risk Rating		Likelihood	Impact	Risk Rating						Date	Resp. Officer	Date risk identified	Directorate Flag	Date Risk Closed	Closed by:	Amends / Updates Completed Date:	By:		
1	Poor quality data/ modelling of households in need	Poor quality data/ issue of data sources	Under estimation or incorrect identification of households in need.	Open	Legal Service Provision Communities Financial Reputational	Graham Clapp	Results are sample tested back against real life data and other data sets within the Benefits Service	➔	1	3	3	NK			0															
2	Incorrect identification of those households in need within statutory equalities groups	Poor quality data/issue of data sources and/or poor matching to known equalities data sources	Households that should benefit from such awards within certain equalities groups, do not.	Open	Legal Service Provision Communities Financial Reputational	Graham Clapp	Full EqIA completed and close working with Equalities Team	➔	1	3	3	NK			0															
4	Award mechanism not in place by required deadlines	Procurement timescales not aligning to those needed within the project/political request for distribution. Poor quality advise	Award mechanism not being in place and households therefore not receiving additional financial assistance. Legal challenge to procurement process.	Open	Legal Financial Reputational	Graham Clapp	Close joint working with colleagues in Procurement Support/weekly update meetings/senior sign off of any decisions made.	➔	1	1	1	NK			0															
5	Award mechanism not fit for purpose	Market research not being conducted fully/testing of product.	Award mechanism not being in place in time. Contact by those affected to resolve issues. Reputational damage.	Open	Service Provision Communities Financial Reputational	Graham Clapp	Product put forward has been fully tested and used in Free School Meals vouchers exercise on numerous occasion and with same supplier.	➔	1	1	1	NK			0															

Positive Risks that offer an opportunity to Council Tax Reduction and its Aims (Aim - Increase Level of Risk / Opportunity)

Ref	Risk Description	Key Causes	Key Consequence	Status Open / Closed	Risk Category	Risk Owner	Key Mitigations	Direction of travel	Current Risk Level			Monetary Impact of Risk Ek	Risk Tolerance			Actions to be undertaken (Include dates as appropriate)	Escalated to: DRR/CRR	Escalated by:	Date	Portfolio Flag	Audit Trail									
									Likelihood	Impact	Risk Rating		Likelihood	Impact	Risk Rating						Date	Resp. Officer	Date risk identified	Directorate Flag	Date Risk Closed	Closed by:	Amends / Updates Completed Date:	By:		
1	Increase assistance to low income households facing fuel/food poverty.	Additional grant of £4m by DWP to enable increased financial assistance	Reduce further financial pressures on low income families, especially following welfare reform and cost of living crisis impacts and withdraw of associated support	Open	Legal Service Provision Communities Financial Reputational	Graham Clapp	NA	➔	3	3	9	4,000			0															
															0															