

REPORT TO: SHAREHOLDER SUB COMMITTEE

DATE: 18 NOVEMBER 2021

TITLE: RISK MANAGEMENT REPORT

LEAD OFFICER: ANDREW MURRAY, DIRECTOR OF HOUSING
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CONTRIBUTING OFFICER: STUART MOSELEY, INSURANCE AND RISK
MANAGER (01279 446215)

RECOMMENDED that:

- A** The Shareholder Sub Committee (SSC) notes the strategic risks as relating to HTS (Property & Environment) Ltd together with their analysis and mitigation.

BACKGROUND

1. The Shareholder Sub-Committee terms of reference includes responsibility to ensure HTS (Property & Environment) Ltd (Local Authority Trading Company) (LATC) risks are adequately defined, monitored and controlled.
2. Harlow Council has its own Corporate Risk register which is regularly reviewed by Senior Management Board (SMB), reported to each Audit and Standards Committee meeting for scrutiny and challenge together with escalations, if required. This is also reported to Cabinet quarterly.
3. Within the corporate risk register, a strategic risk has been identified which relates to the 'Provision of Repairs, maintenance, landscape and street scene services' provided by HTS (Property & Environment) Ltd, and impacts upon Harlow Council.

HTS (PROPERTY AND ENVIRONMENT) LTD RISK REGISTER

4. The HTS (Property & Environment) Ltd risk register monitor its own corporate risks as it relates to the business. They are living documents, evolving, being reported to their Board quarterly. The Council's Joint Performance Review Meeting ensuring issues are escalated, if required, to the Shareholder Sub Committee.
5. HTS (Property & Environment) Ltd have been aligning the required

methodology for risk articulation, analysis and reporting with that used by Harlow Council. Strategic risks are subject to regular quarterly reviews and report to HTS (Property & Environment) Board, and to major reviews indicated by "Target Date". This is to ensure they are concurrent with the HTS Corporate Plan. The updated HTS (Property & Environment) Ltd strategic risk register is shown in Appendix A.

6. Operational risks may be subject to regular and more frequent reviews in accordance with risk score, additional possible risk controls identified and target dates set for each risk. Operational risks are reviewed and managed by HTS (Property & Environment) Ltd Directors and Departmental Managers. Operational risks with a residual risk score of 20 or higher will be reported to HTS Board for review.
7. It should be noted that controls have now been implemented to address strategic risk "Information Governance and Data Compliance". HTS Board members could have personal liability for data breach or non-compliance as noted in the risk impact statement.

IMPLICATIONS

Environment and Planning (Includes Sustainability)

As contained in the report.

Author: Andrew Bramidge, Director of Regeneration and Strategic Growth

Finance (Includes ICT, and Property and Facilities)

None specific.

Author: Simon Freeman, Deputy to the Chief Executive and Director of Finance

Housing

As outlined in the body of the report.

Author: Andrew Murray, Director of Housing

Community Wellbeing

None specific.

Author: Jane Greer, Director of Communities and Environment

Governance (Includes HR)

None specific.

Author: Simon Hill, Director of Governance and Corporate Support

Appendices

Appendix A - Strategic Risk Register

Background Papers

None

Glossary of terms/abbreviations used

SSC – Shareholder Sub Committee

LATC – Local Authority Trading Company

SMB – Senior Management Board

JPRM – Joint Performance Review Meetings

GDPR – General Data Protection Regulations

RoPA – Record of Processing Activities