

## Appendix 2



### Risk Activity Update

The following table contains information on the current risk management activities undertaken by Southend-on-Sea Borough Council for the quarter up to November 2010.

Risk Area	Update
<b>Corporate Risk Management</b>	<ul style="list-style-type: none"><li>• The main structure of the integrated risk intranet is in place. The risk specialists are now in the process of uploading the relevant information on to their risk pages.</li><li>• The Corporate Risk Management Groups are reviewing a joined up approach to risk management with regards to business continuity and data protection.</li><li>• The Directorates Risk Leads Group is currently focussing on producing the next phase of risk registers. Future activities will include risk identification around business planning and realigning current risks to the updated corporate priorities.</li></ul>
<b>Fraud &amp; corruption</b>	<ul style="list-style-type: none"><li>• The final position regarding the 2008 Audit Commission National Fraud Initiative is attached at Appendix 3.</li><li>• The data for the 2010 exercise has now been submitted. The data matches are due in January 2011.</li></ul>
<b>Insurance</b>	<ul style="list-style-type: none"><li>• Lead theft is on the increase and the Insurance Team have created a Risk Management Initiative where any remaining lead is salvaged following the incident and the entire area is recovered and repaired with a replacement roofing material. The high salvage funds pay towards recovering the roof areas with materials which have little or no salvage value and therefore further thefts are avoided, the strategy improves both the structure, is cost effective with the repair and recovering works being undertaken simultaneously and with further thefts avoided no further disruption.</li><li>• The insurance section is also working with South Essex Homes as a number of empty buildings have been targeted to remove the dry risers in the boilers which are being dismantled and sold on the black market. Dry risers are valves and pipe work that enable the Fire &amp; Rescue Service to deliver water onto the upper floors of building - e.g. Tower blocks.</li><li>• Posters are also being obtained through one of our insurers to promote the importance of data protection and security issues throughout the Council.</li></ul>

Risk Area	Update
<b>Partnership Risk Management</b>	<ul style="list-style-type: none"> <li>• The Local Strategic Partnership is being restructured and as such the intranet site will be light of information until the structure has been set at the end of the financial year.</li> <li>• The Council owned building, North Road chapel is currently being refurbished in partnership with SAVS. Once complete it will be run by SAVs as a business hub for social enterprise'</li> </ul>
<b>Business Continuity</b>	<ul style="list-style-type: none"> <li>• The National Resilience Extranet is now up and running. It has been set up by the Cabinet office and will help with emergency planning for national and local emergencies. The site is very secure and the Emergency Planning Officer is currently reviewing the system to see if it could be used to store business continuity plans and back up systems.</li> <li>• The Council is undertaking a complete review of its Business Continuity Plans which need to reflect major changes to accommodation and new ways of working. The new Tickfield Centre has been identified as a fall back facility, however, more detailed work is required.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Good progress is being made against the action plan to improve the Royal Society for the Protection of Accidents (RoSPA) audit from a level 1 to a level 3/4 next year. Training is being rolled out across the Council in the form of a 1 day toolkit for managers and a 4 day course for the Strategic Health and Safety Group. The Health and Safety Policy has been approved and published and each Directorate have produced a Health and Safety Policy Statement based on the Corporate Policy.</li> <li>• Agresso (the Council's new integrated management information system) is being developed to enable a simple accident reporting system to be set up which will incorporate schools and can be linked to personnel records.</li> </ul>
<b>Fire Safety</b>	<ul style="list-style-type: none"> <li>• Fire risk assessments have been completed for the Civic Centre, Margaret Thatcher House, Queensway, and Southchurch. A company has been contacted to check the fall arrest equipment (Safety Harnesses etc.) in all the public buildings that the Council own such as the museums, libraries, care homes etc. On the back of this contract they will also undertake fire risk assessments on these buildings. Buildings such as Cliffs Pavilion and Garons do their own fire risk assessments.</li> </ul>

Risk Area	Update
<p><b>Projects and Programmes</b></p>	<ul style="list-style-type: none"> <li>• Project managers and programme managers working on Delivering Excellence and New Ways of Working have recently undergone Prince2 training. A one day project manager course based on Prince2 has been developed in-house to enable Officers running smaller projects to align to the Prince2 framework. The one day course also incorporates risk management around projects and risk workshops are also facilitated on request.</li> </ul>