

# Corporate Risk Register Summary - December 2024

**CR39a**

Current Score

**25**

Target Score

**16**

Initial Score

**20**

Risk Change  
**Unchanged**



**Risk Description**

Cyber threat is an evolving, persistent and increasingly complex risk to the ongoing operation of County Council.

There is a risk of a successful cyber attack from external threats, either directly or through the use of AI to counter traditional mitigations; or indirectly as a consequence of members or staff falling prey to social engineering or phishing attacks. The potential outcome may lead to significant service disruption and possible data loss.

**Date Risk Raised**

**01/03/2017**

**Risk Owner**

**Director of Finance & Support Services**

**Risk Strategy**

**Treat**

**Risk Control/Action**

**Target Date**

Regular review, measurement and evaluation of corporate (technological/process) / organisational (behavioural) response to current and emerging cyber threats, where applicable to undertake pertinent actions to mitigate risks identified.

ongoing

Regular application of AI platform to help identify abnormal behaviour.

ongoing

Provide capacity & capability to align with National Cyber-Security centre recommendations.

ongoing

Maintain IG Toolkit (NHS) & Public Service Network security accreditations.

ongoing

Improve staff awareness of personal & business information security practices & identification of cyber-security issues. Continued actions due to evolving threats.

ongoing

Ensure that cyber-attack is identified early, that reporting & monitoring is effective, and recovery can be prompt.

ongoing

Enhance our cyber strategy by developing a strategic (3-5 year contract) solution to improve the councils ability to detect and respond to cyber threats and incidents.

01/03/2025

Conduct tests including penetration, DR and social engineering. (conducted 6 monthly)

ongoing

# CR22

Current Score  
**25**

Target Score  
**12**

Initial Score  
**16**

Risk Change  
**Unchanged**  
➡

## Risk Description

The financial sustainability of council services is at risk due to the lack of new funding from central government, the impact of economic conditions (mainly inflation and interest rates) and the growing services pressures, particularly around social care, home to school transport and SEND.

Date Risk Raised  
**01/03/2017**

Risk Owner  
**Director of Finance & Support Services**

Risk Strategy  
**Treat**

Risk Control/Action	Target Date
Annual review of five year MTFS published in July of each year, including five year forecast of reserves. Both will be based on assumptions around future funding and spending pressures using data, evidence and trends. All assumptions will be reviewed regularly in the run up to setting the budget each year and regularly through the year as more information becomes available.	ongoing
Annual review of reserves undertaken to ensure they remain at a prudent level but can be used for one off unexpected spend. All use of risk and uncertainty reserves are assumed to be replenished and assumed within the MTFS position. Monitor the use of additional funds made available to improve service delivery.	ongoing
Continue to lobby for fairer funding for Local Government through, fiscal announcements. Lobbying as individual County Council, part of the SE7 Group, SCT, CCN and through direct engagement with MPs. Responses provided to all relevant Government consultations on changes to ensure the Voice of West Sussex is heard.	ongoing
Early planning for future budgets to ensure that any reductions needed are in a planned and structured manner, have robust delivery plans in place before building into budgets and full consultation is undertaken where required. This includes financial planning workshops with ELT and Cabinet.	ongoing
ELT to monitor forthcoming inspections of services and identify any known financial implications, including additional capacity for inspection preparation and risk of any financial implications resulting from inspection outcome.	ongoing
Monthly monitoring of the financial position reported to ELT, in addition to a separate report on Children's and Adults to consider mitigations for growing pressures and costs and progress against the delivery of savings.	ongoing
Performance and Finance Scrutiny Committee to be supported to scrutinise for value for money principles in all reports.	ongoing
Quarterly reporting through the PRR to all Scrutiny Committees and Cabinet	ongoing
Regular engagement with other authorities to share best practice and also discuss challenges and solutions.	ongoing
Regular review of sector specific publications and updates to ensure remain up to date on issues and changes impacting the financial position across the sector.	ongoing
The budget and MTFS provides the financial framework for the delivery of the Council Plan and funding is focussed on delivering the priorities in the Council Plan and supporting our most vulnerable residents.	ongoing

# CR11

Current Score  
**20**

Target Score  
**8**

Initial Score  
**20**

Risk Change  
**Unchanged**  
➡

## Risk Description

As a result of skill shortages across various sectors, and less attractive employment offers in comparison to other organisations and locations (amplified by the current cost of living situation), there is a risk that we will not be able to recruit and retain sufficient numbers of qualified/experienced staff to manage and deliver quality services.

## Date Risk Raised

01/03/2017

## Risk Owner

Director of Human Resources & Org Dev

## Risk Strategy

Treat

Risk Control/Action	Target Date
Developing alternative arrangements to attract candidates for hard to recruit to roles including the use of specialist third party search agencies.	ongoing
Development and regular communication of comprehensive employee value proposition to support recruitment and retention.	ongoing
Longer term strategies for addressing recruitment and retention issues through apprenticeships scheme (growing our own).	ongoing
Regular review of HR & OD arrangements to ensure it is fully enabled to support council wide services.	ongoing
Regular review of the councils 'Right to Work' arrangements to ensure we meet the requirement of our duties as a sponsor.	ongoing

# CR58

Current Score  
**20**

Target Score  
**9**

Initial Score  
**25**

Risk Change  
**Increasing**  
⬆️

## Risk Description

The care market is experiencing significant and increasing fragility. This is anticipated to be related to factors such as but not limited to cost pressures, changing requirements and expectations, and workforce challenges and more recently the national announced increases in the national living wage and employer national insurance contributions. The council is not fully funded to cover these additional burdens. There is a risk of failure of social care provision as some care providers may exit the market which will result in funded and self-funded residents of West Sussex being left without suitable care and provider costs increasing.

## Date Risk Raised

05/09/2018

## Risk Owner

Director of Adults and Health

## Risk Strategy

Treat

Risk Control/Action	Target Date
Annual review of fees paid to providers to support financial sustainability.	ongoing
Continue to risk assess services against CQC criteria/requirements to manage impact on pipeline activity.	ongoing
Financial analysis of high risk provision - due diligence checks.	ongoing
In the event of an incident, ensure the consistent implementation of Emergency Response Plans, including a full de-brief and lessons learned.	ongoing
Provision of regular support and communication to market providers to monitor financial sustainability.	ongoing
Review capacity of residential and non-residential services to ensure service availability and to support identification of contingencies if needed.	ongoing
Work alongside provider representatives and neighbouring local authorities to ensure a clear approach to responding to challenges with International Recruitment and modern slavery	ongoing



# CR78

Current Score  
**20**

Target Score  
**4**

Initial Score  
**20**

Risk Change  
**Unchanged**  
➔

## Risk Description

If the programme to replace the Council's current Enterprise Resource Planning (ERP) system fails to fully engage with services to identify, define, control and deliver the scope and operational/functional requirements, there is a risk that the Council will not effectively adopt and operate Oracle Fusion as a new ERP software system nor realise the benefits derived from it.

Date Risk Raised  
**01/05/2024**

Risk Owner  
**Chief Executive**

Risk Strategy  
**Treat**

Risk Control/Action	Target Date
Business case to be reviewed and agreed by Cabinet Member and presented to P&F Scrutiny.	01/05/2024
Develop and agree a robust programme governance structure with a strategic Steering Group empowered to make decisions and control over change requests.	Completed
ELT and programme sponsors to review scope prior to launch to ensure requirements have been captured, and deliverables have achievable milestones.	ongoing
Highlight report reviewed monthly by ELT and Cabinet Member, and regular reporting to Performance and Finance Scrutiny Committee .	ongoing
Internal Audit to conduct stage reviews of programme progress against business case.	ongoing
Issues with effectiveness of current ERP software system to be escalated to ELT for awareness and/or intervention.	ongoing
Monthly budget monitoring that provides actual and forecast spend information aligned to the business case budget.	ongoing
Outcomes of design, phased user testing and business change plans to be reviewed by ELT.	ongoing
Production, approval and resourcing of an engagement and communications strategy that works with services on organisational readiness, and provides Directors / Leadership Group with the information to support the programme.	ongoing
Robust commercial strategy developed and implemented to secure suitable suppliers with right experience. Effective contract management monitored through Commercial Board and Steering Group.	ongoing
Work with services to develop and implement programme of effective training to ensure system adoption, and business change benefits are realised.	ongoing

# CR50

Current Score

12

Target Score

6

Initial Score

20

Risk Change  
Unchanged



## Risk Description

WSCC are responsible for ensuring the HS&W of its employees and residents/customers. If WSCC staff/services and maintained schools fail to comply with H&S statutory duties, responsibilities and processes (in accordance with WSCC governance arrangements and legal obligations), there is a risk that it will lead to a serious health, safety and wellbeing incident occurring.

## Date Risk Raised

01/03/2017

## Risk Owner

Director of Human Resources & Org Dev

## Risk Strategy

Treat

## Risk Control/Action

## Target Date

H&S Reps Committee to receive assurance quarterly on the management of directorate H&S risks. ongoing

In response to a H&S incident, near miss, or communication with HSE, clear direction to be sent to services/schools. ongoing

Incorporate HS&W information/performance measure onto new online audit tool. ongoing

Regular engagement with services, ELT, and schools to ensure H&S responsibilities and accountabilities continue to be fully understood and embedded in BAU activities. ongoing

Work with Law Firm to develop and deliver training session for Headteachers, Governors and Senior Leaders in the Council to ensure awareness of H&S responsibilities and accountabilities. ongoing

# CR73b

Current Score

12

Target Score

6

Initial Score

12

Risk Change  
Unchanged



## Risk Description

Climate Change Adaptation - West Sussex faces the high risk of increasing impacts of climate change including extreme heat, severe storms, flooding and sea level rise, among others. Without proactive consideration of and preparation for these impacts, WSCC assets, service delivery and West Sussex residents are at increased risk of damage, disruption and injury. This will lead to protracted service disruptions, dangerous conditions and increased reliance on emergency services. In the longer term this could lead to displacement of residents and businesses in vulnerable, lower lying areas.

## Date Risk Raised

01/01/2022

## Risk Owner

Director for Place Services

## Risk Strategy

Treat

## Risk Control/Action

## Target Date

Clear prioritisation of CC Strategy delivery within Our Council Plan ongoing

Existing assets and service delivery made climate change resilient & future developments designed to be as low carbon & climate change resilient ongoing

Recruitment and training policy to ensure all staff & elected members are suitably informed on climate change issues & that specialist skills are embedded through recruitment & training to enable delivery. ongoing

Regular review and application of the Community Risk Management Plan (CRMP). ongoing

# CR73a

Current Score  
**12**

Target Score  
**4**

Initial Score  
**12**

Risk Change  
**Unchanged**  
➔

## Risk Description

Climate Change Mitigation - If there is a failure to adequately prioritise, finance, resource and embed into BAU our efforts to decarbonise in alignment with the commitments made in the Council's Climate Change Strategy, there is a risk that there will be insufficient capacity and capability to fully deliver the necessary actions within the stated timeframes. This will lead to additional resource strain, higher demand on capital programmes and threaten organisational reputation.

## Date Risk Raised

01/01/2022

## Risk Owner

Director for Place Services

## Risk Strategy

**Treat**

Risk Control/Action	Target Date
Align pipeline of projects for existing and future funding opportunities	ongoing
Built into county-wide Business Planning and budgeting process	ongoing
Clear prioritisation of CC Strategy delivery within Our Council Plan	ongoing
Recruitment and training policy to ensure all staff & elected members are suitably informed on climate change issues & that specialist skills are embedded through recruitment & training to enable delivery	ongoing
SMART programme of actions based on clear definitions and metrics	ongoing

# CR76

Current Score  
**12**

Target Score  
**4**

Initial Score  
**12**

Risk Change  
**Unchanged**  
➔

## Risk Description

Natural England issued a Position Statement on 14 September 2021 that affects all planning applications not granted before that date within the Sussex North Water Supply Zone. This has essentially halted all WSCC plans and projects in the water supply zone until water neutrality can be demonstrated. There are number of impacts on and, potentially, opportunities for WSCC arising. The principal corporate risk is that the council will be unable to provide sufficient school places in the water neutrality area.

## Date Risk Raised

01/06/2023

## Risk Owner

Director of Place Services

## Risk Strategy

**Treat**

Risk Control/Action	Target Date
Continue to confirm viability and scope of projects. Continue to ensure alignment with Water Neutrality.	ongoing
Direct instruction and ongoing regular engagement with all schools (including academies) regarding entering into off-setting negotiations independently of WSCC.	01/04/2024
Produce centralised offsetting register that captures potential offsetting opportunities across WSCC estate.	ongoing
Regular engagement with Local Planning Authorities.	ongoing
Resource a robust set of centralised controls and initiatives to ensure identified offsetting opportunities are supported and secured in legal agreements.	ongoing
Resources made available to support offsetting activities.	ongoing



# CR61

Current Score  
**10**

Target Score  
**10**

Initial Score  
**25**

Risk Change  
**Unchanged**  
➡

## Risk Description

A 'serious incident' occurs resulting in the death or serious injury of a child where the Council is found to have failed in their duty to safeguard, prevent or protect the child from harm.

Date Risk Raised  
**01/06/2019**

Risk Owner  
**Interim Director of Children, Young People an...**

Risk Strategy  
**Tolerate**

Risk Control/Action	Target Date
Implementation and monitoring of Continuous Practice Improvement Plan (CPIP).	ongoing
Monitor inspection schedules and implement programme of activity when appropriate.	ongoing
Provide proactive improvement support to services to assure effective safeguarding practices.	ongoing

# CR69

Current Score  
**10**

Target Score  
**5**

Initial Score  
**25**

Risk Change  
**Unchanged**  
➡

## Risk Description

Children's Services have now been moved out of special measures as a result of the recent Ofsted inspection, however ILACS have outlined areas that require further development. If the council stall in their efforts to implement the planned improvements, there is a risk that the service will fail to progress all areas to a 'good' rating within a suitable timeframe.

Date Risk Raised  
**01/03/2020**

Risk Owner  
**Interim Director of Children, Young People an...**

Risk Strategy  
**Treat**

Risk Control/Action	Target Date
Maintain quarterly self-evaluation process.	ongoing
Maintain robust performance management and quality assurance frameworks which include the delivery of the Children First Continuous Improvement Plan (CIP).	ongoing
Ongoing monitoring through the independently chaired Continuous Improvement Board.	ongoing

# CR77

Current Score  
**10**

Target Score  
**10**

Initial Score  
**10**

Risk Change  
**Unchanged**  
➡

## Risk Description

If the council have ineffective or untested disaster recovery arrangements internally and in collaboration with partners/third parties, there is a risk that we will not be adequately prepared to respond to and recover from unplanned or unexpected serious/critical civil or malicious incidents (e.g. significant local or regional power outages, CBRN, pandemics, fuel shortages). This may lead to the council being unable to deliver or ensure access to core services.

## Date Risk Raised

01/04/2024

## Risk Owner

Chief Executive

## Risk Strategy

Tolerate

## Risk Control/Action

1. Regular review of corporate risk profile and consideration of National and Regional (Community) Risk Registers.
2. Ensure arrangements are in place for WSCC to respond to simultaneous/critical events.
3. Development, periodic testing and review of the Corporate Response and Recovery Plan, including post-event learning.
4. Ensure service business continuity plans are in place.
5. Production and regular review of WSCC Business Continuity Policy, ensuring roles and responsibilities are communicated.
6. WSFRS compliance with legislation to understand and mitigate West Sussex's community risk through strategic and local risk management.
7. Carry out emergency planning training across all organisational planning levels (strategic/tactical/operational).

## Target Date

- ongoing
- ongoing
- ongoing
- ongoing
- ongoing
- ongoing
- ongoing

# CR39b

Current Score  
**9**

Target Score  
**9**

Initial Score  
**20**

Risk Change  
**Unchanged**  
➡

## Risk Description

Data protection responsibilities. The Council is a Data Controller and has obligations and responsibilities arising from that role. Council needs resources, skills, knowledge, systems and procedures to ensure obligations are met.

## Date Risk Raised

01/03/2017

## Risk Owner

Director of Law & Assurance

## Risk Strategy

Tolerate

## Risk Control/Action

- Adopt ISO27001 (Information Security Management) aligned process & practices.
- Enable safe data sharing, including using appropriate data standards & appropriate anonymization techniques.
- Maintain and refresh systems of control to ensure that access to sensitive data and information is controlled.
- Maintain IG Toolkit (NHS) & Public Service Network security accreditations.
- Test the effectiveness of DPIA

## Target Date

- ongoing
- ongoing
- ongoing
- ongoing
- ongoing