

24 April 2024

Risk Register Update 2023/24 Review 2

Ordinary Decision



Joint Report of

**Alan Patrickson, Corporate Director of Neighbourhoods and
Climate Change**

**Paul Darby, Corporate Director of Resources and Treasurer to the
Joint Committee**

Electoral division(s) affected:

Countywide

Purpose of the Report

- 1 This report is to inform the Central Durham Crematorium Joint Committee of the outcome of the half-yearly risk review in March 2024.

Executive summary

- 2 A service risk register and a health and safety risk register are maintained in accordance with Durham County Council's methodology and approach to risk management.
- 3 Since the previous review, there are no significant changes to report, but several minor updates are included below.
- 4 The net evaluation of each risk remains within the risk appetite.

Recommendation(s)

- 5 It is recommended that members of the Crematorium Joint Committee note the content of this report and the updated position.

Background

- 6 A service risk register and a health and safety risk register are maintained in accordance with Durham County Council's methodology and approach to risk management, further details of which are included in **appendices 2 and 3**.

Risk Review

- 7 The current service risk register is included in **appendix 4**.
- There are no significant changes to report, but several minor updates are included below.
- 8 **Appendix 4, risk 2** (Serious breach of health and safety legislation).
- Durham County Corporate Health and Safety have completed a 6 monthly review of policy and procedures relating to Central Durham Crematorium Joint Committee.
- 9 **Appendix 4, risk 4** (Loss of knowledge and ability to cover existing workload through premature staff loss).
- 10 **Appendix 4, risk 7** (Failure of Cremators / Specialist Equipment).
- Contracts with current service providers for the maintenance of equipment approved Jan 24 and will run until 2029.
- 11 There are no other changes to report.
- 12 A profile of service risks is included in **Appendix 5**.

Conclusion

- 13 The net evaluation of every risk is within the risk appetite (shaded area in appendix 5).

Background papers

- 14 None

Other useful documents

- 15 DEFRA Process Guidance Note 5/2 (12) Statutory Guidance for Crematoria.

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Appendix 1: Implications

Legal Implications

There are no direct implications, but effective risk management helps to ensure compliance with legal and regulatory obligations.

Finance

There are no direct financial implications, but effective risk management helps to avoid or minimise financial loss.

Consultation and Engagement

Officers of Spennymoor Town Council were consulted on the contents of this report.

Equality and Diversity / Public Sector Equality Duty

None

Climate Change

Environmental Protection Act 1990 states requirements for omission control and processes for the cremation of human remains will be prescribed for local authority air pollution control, under the heading "Incineration" in Regulations made under Section 2(1) of the Act.

Human Rights

None

Crime and Disorder

None

Staffing

None

Accommodation

None

Risk

This report supports the delivery of the objectives of the Durham County Council's Risk Management Strategy. Each risk has been evaluated using Durham County Council's risk management methodology. Maintaining and continually reviewing the risk register is a key component of the control and governance framework for the Central Durham Crematorium Joint Committee.

Procurement

None

Appendix 2: How Central Durham Crematorium risks are managed

Two risk registers have been developed for Durham Crematorium, containing service and health and safety risks respectively. They are maintained in accordance with Durham County Council's methodology and approach to risk management. Regular reviews are undertaken to ensure that risk management continues to be embedded and that the risk registers are kept up to date, taking current issues into account.

Service Risk Register

The service risk register is maintained by the Bereavement Services Manager & Registrar (Countywide), supported by Durham County Council's Principal Risk and Governance Officer. Risk assessments are based on the impact on finance, service delivery and stakeholders if the risk materialises, and on the likelihood that the risk will occur over a given period, as shown in appendices 3A and 3B. This requires an evaluation of the gross risk and the net risk, which takes into account mitigating control measures. Formal reviews are undertaken twice a year and reported to the Central Durham Crematorium Joint Committee.

Health and Safety Risk Register

The health and safety risk register is maintained by the Bereavement Services Manager & Registrar (Countywide), supported by Durham County Council's Occupational Health and Safety Team. Risk assessments are based on the potential severity of injury and the likelihood of occurrence, as shown in the table below. This requires an evaluation of the net risk, which takes into account mitigating control measures. In line with Durham County Council's procedures, an in-depth review is undertaken every three years. A light-touch review is also undertaken twice a year. A single, overarching health and safety risk is included in the service risk register, which is reported to the Central Durham Crematorium Joint Committee twice a year.

HEALTH & SAFETY RISK ASSESSMENT CRITERIA		Likelihood (a full definition of each rating is set out in the detailed methodology)			
		1 Very Unlikely	2 Unlikely	3 Likely	4 Very Likely
Impact	<u>4 Extreme</u> Death or multiple deaths; substantial damage.	Low Risk	Medium Risk	High Risk	High Risk
	<u>3 Severe</u> Loss of limb or multiple injuries; significant damage.	Low Risk	Medium Risk	High Risk	High Risk
	<u>2 Minor</u> Three day or greater injury or illness; insignificant damage.	Insignificant	Low Risk	Medium Risk	Medium Risk
	<u>1 Negligible</u> Less than a three-day injury or illness; superficial damage.	Insignificant	Insignificant	Low Risk	Low Risk

Civil Emergencies

Durham County Council is jointly responsible for responding to civil emergencies (such as severe weather events, network power losses and flu epidemics) through

the County Durham and Darlington Local Resilience Forum. An explanation of the arrangements for managing the risk of such events and a copy of the latest Community Risk Register can be found on the web page of the County Durham and Darlington Local Resilience Forum.

Appendix 3A: Strategic Risk Assessment Criteria – Impact Factors

Factor and Description		Financial	Service Delivery/ Performance	Stakeholder and Reputation
5	Critical	> / = £15M > 5% of Service/ budget	<ul style="list-style-type: none"> • Inability to meet statutory duties. • Key services can no longer be delivered – emergency actions needed, which need Cabinet approval. • Significant legal action or challenge • Intervention or sanctions by regulatory body / prosecution or litigation (including corporate manslaughter) • Strike action which is Council-wide or service-wide in a critical service for a long period • (in context of a project, this can also mean that the project cannot proceed, or that several critical benefits/ opportunities cannot be achieved) 	<ul style="list-style-type: none"> • Perception of the majority of potential partners and stakeholders that the Council is not 'fit to deal with'. • Loss of life.
4	Major	£5M - £15M 3% - 5% of Service/ budget	<ul style="list-style-type: none"> • Major disruption to some statutory and / or non-statutory services i.e., key service delivery adversely affected – crisis management implemented, which needs Cabinet approval. • Strike action which is Council-wide or service-wide in a critical service for a short period. • (in context of a project, this can also mean major disruption to delivering the project, or that a critical benefit/ opportunity cannot be achieved) 	<ul style="list-style-type: none"> • Serious reputational damage to the Council regionally/ nationally/ internationally. • Damage to relationships with central government or other public bodies e.g., Environment Agency, other Councils. • Perception of small number of potential partners and stakeholders that the Council is not 'fit to deal with'. • Serious injury to individual.
3	Moderate	£1M - £5M 1% - 3% of Service/ budget	<ul style="list-style-type: none"> • Moderate disruption to statutory and / or non-statutory services i.e., some disruption to service delivery – action plans to rectify. • Service fails to maintain existing status under inspection regimes e.g., Ofsted. • Resolution requires approval at CMT level. • Limited strike action within a service. • (in context of a project, this can also mean moderate disruption to delivering the project, or moderate impact on achieving benefits/ opportunities) 	<ul style="list-style-type: none"> • Results in negative Regional or National press / media coverage. • Minor reputational damage to the County Council. • Major criticism by other stakeholders e.g., partners, central government. • Significant impact on the quality of life for a large section of the community.
2	Minor	£0.5M - £1M 0.2% - 1% of Service/ budget	<ul style="list-style-type: none"> • Minor service disruption / customer dissatisfaction i.e., little disruption to service delivery – no long term or permanent impact on key services. • Capable of resolution by Service Management Team. • (in context of a project, this can also mean minor disruption to delivering the project, or minor impact on achieving benefits/ opportunities). 	<ul style="list-style-type: none"> • Results in negative press coverage within County Durham • Minor criticism by Community or other stakeholders e.g., Partners, central government. • Significant number of complaints from service users. • Serious reputational damage to own service area. • Significant impact on the quality of life for a small section of the community.
1	Insignificant	< £0.5M	<ul style="list-style-type: none"> • Insignificant service disruption e.g., very little or no disruption to services • Impairment of quality of service. 	<ul style="list-style-type: none"> • Results in negative press coverage within the locality / ward

		< 0.2% of Service/ budget	<ul style="list-style-type: none">• Capable of resolution by head of service and their management team.• (in context of a project, this can also mean insignificant disruption to delivering the project, or insignificant impact on achieving benefits/opportunities).	<ul style="list-style-type: none">• Insignificant criticism by community or other stakeholders e.g., partners, central government.• Insignificant number of complaints from service users.• Minor reputational damage to own service area.
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