

# **Mountsett Crematorium Joint Committee**

**30 January 2015**

**Risk Register 2014/15**



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## **Joint Report of Terry Collins – Corporate Director: Neighbourhood Services; Don McLure – Corporate Director: Resources and Treasurer to the Joint Committee**

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### **Purpose of the Report**

1. To provide an update on the current position with regards to the Risk Register of the Mountsett Crematorium Committee.

### **Background**

2. A Risk Assessment report was presented to members at the October meeting which included a comprehensive risk register that identified all known risks of a Service and Operational nature, with all risks scored using the Durham County Council methodology approach to Risk Management. In approving the report, the Committee committed to regular monitoring and reporting of both strategic and operation risks.

### **Risk Assessment – December 2014**

3. The Risk Register considered and approved by the Joint Committee in 3<sup>rd</sup> October 2014 has been reviewed, reassessed and updated in accordance with the Durham County Council methodology/approach to Risk Management. This entails an assessment of both the gross and net risk from each area, the difference between the gross and net risk score being that the net risk result is after taking into account existing control measures.
4. In line with the previous report, two risk registers have been prepared, separately identifying Service and Operational risks.
5. Both sections of the Risk Register have been reviewed by the Risk Officer responsible for Neighbourhood Services and the Bereavement Services Manager. Net risk ratings have been agreed by consensus and actions to mitigate and/or tackle issues arising from the individual risks have been agreed for the forthcoming year.
6. The Service Risks (i.e. those that are key to the service achieving its strategic objectives and priorities for improvement, linked to service improvement plans and the budget setting cycle) have been plotted onto a risk matrix, based on Net Risk Scores. This is set out at Appendix 2. The risk matrix plots the risk to a grid based upon the assessment of likelihood and impact scores. The higher a risk is in the top right corner of the matrix the bigger a risk it is to the service.
7. An emerging issue has been identified this quarter. The crematorium has experienced a decrease in revenue over the period March 14 – September 14 which may be attributed to a fall in the national death rate. There could also be other causes to this

risk such as increased competition from other providers. This issue will be closely monitored and reported on at the next meeting if there have been any significant changes.

8. As with Service Risks, the Operational Risks (i.e. those that are key to the operational areas of the service which relate to individual tasks carried out on a routine basis) have also been plotted onto a risk matrix and these are set out at Appendix 3.
9. There have been no changes to the remaining Operational Net Risk Scores following the review and all risks are considered to be at a tolerable level.

### **Embedding Risk Management - Monitoring and Review**

10. In order to ensure that risk management is embedded and that the risk register is kept up to date, regular reviews will continue to be carried out to ensure any new and emerging risks are identified, existing risks are removed if no longer appropriate and existing risks are reviewed taking into account current issues.

### **Conclusions**

11. The original risk register has been revised and updated and rescored in accordance with Durham County Council criteria.

### **Recommendations**

12. It is recommended that:-

- Members of the Mountsett Joint Crematorium Committee note the content of this report and the updated position.
- The Risk Registers be kept up to date and reviewed by the Joint Committee on a half yearly basis.

## Background Papers

- Risk Assessment – Report to Mountsett Crematorium Joint Committee – 3<sup>rd</sup> October 2014.
- Risk Assessment – Report to Mountsett Crematorium Joint Committee – 4<sup>th</sup> October 2013.
- Risk Assessment – Report to Mountsett Crematorium Joint Committee – 31<sup>st</sup> January 2013
- Risk Assessment – Report to Mountsett Crematorium Joint Committee – September 2012
- Risk Assessment – Report to Mountsett Crematorium Joint Committee – 27<sup>th</sup> January 2012
- Risk Assessment – Report to Mountsett Crematorium Joint Committee – 30<sup>th</sup> September 2011
- Risk Assessment – Report to Mountsett Crematorium Joint Committee – 4<sup>th</sup> February 2011
- Risk Assessment – Report to Mountsett Crematorium Joint Committee – 23 September 2010
- Risk Assessment – Report to Mountsett Crematorium Joint Committee – 29 January 2010
- Risk Assessment – Report to Mountsett Crematorium Joint Committee – 12 June 2009
- External Audit Report – Report to Mountsett Crematorium Joint Committee – 30 October 2009

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## **Appendix 1: Implications**

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### **Finance**

There are no financial implications associated with this report. Exposure to financial risk is integral to the gross and net risk assessments undertaken and included in the Risk Registers attached at Appendix 2 and 3.

### **Staffing**

There are no staffing implications associated with this report.

### **Risk**

There are no implications in this report

### **Equality and Diversity / Public Sector Equality Duty**

There are no implications in this report

### **Accommodation**

There are no implications in this report

### **Crime and Disorder**

There are no implications in this report

### **Human Rights**

None

### **Consultation**

Officers of Gateshead Council were consulted on the contents of this report.

### **Procurement**

None

### **Disability Issues**

None

### **Legal Implications**

None

## Appendix 2: Service Risk Register

RISK MATRIX							
5	Highly Probable						LIKELIHOOD
4	Probable		4				
3	Possible		11	3			
2	Unlikely		7				
1	Remote		1, 2, 5, 6, 8,	9			
		Insignificant (Score 1-3)	Minor (Score 4-6)	Moderate (Score 7-9)	Major (Score 10-12)	Critical (Score 13-15)	
IMPACT							

Risk. No.	Risk – By Risk Number	Net Risk Score	Ranking
1	Not implementing changes in legislation	6	6
2	Non compliance with the new fire order	6	6
3	Impact on staff morale due to uncertainty over Job Evaluation and Single Status (CLOSED DECEMBER 2015)	21	1
4	Sickness absence of key staff	20	2
5	Disclosure of confidential information through incorrect disposal/maintenance of information	5	9
6	Failure of Cremators	6	6
7	Power Failure	10	4
8	Loss of Income/Money	5	9
9	Breakdown of Partnership	7	5
10	Loss of knowledge and ability to cover existing workload through premature staff loss. (CLOSED SEPTEMBER 2014)		
11	Managing Excess Deaths	12	3

<b>Risk. No.</b>	<b>Risk – Ranked by Net Risk Score</b>	<b>Net Risk Score</b>	<b>Ranking</b>
10	Loss of knowledge and ability to cover existing workload through premature staff loss. (CLOSED SEPTEMBER 2014)		
3	Impact on staff morale due to uncertainty over Job Evaluation and Single Status (CLOSED DECEMBER 2014)	21	1
4	Sickness absence of key staff	20	2
11	Managing Excess Deaths	12	3
7	Power Failure	10	4
9	Breakdown of Partnership	7	5
1	Not implementing changes in legislation	6	6
2	Non compliance with the new fire order	6	6
6	Failure of Cremators	6	6
5	Disclosure of confidential information through incorrect disposal/maintenance of information	5	9
8	Loss of Income/Money	5	9

## Appendix 3: Operational Risk Register

RISK MATRIX							
5	Highly Probable						LIKELIHOOD
4	Probable						
3	Possible		7				
2	Unlikely						
1	Remote	8	2,3,4,5	1,6			
		Insignificant (Score 1-3)	Minor (Score 4-6)	Moderate (Score 7-9)	Major (Score 10-12)	Critical (Score 13-15)	
		IMPACT					

Risk. No.	Risk – By Risk Number	Net Risk Score	Ranking
1	Injury to staff and visitors	7	2
2	Exterior Pathways and Steps	5	5
3	Use of hand tools and machinery for gardening	5	5
4	Cleaning Duties	5	5
5	Violence/Assault from Member of the Public	6	4
6	Fire	7	2
7	Risk Assessments and Reviews not undertaken	10	1
8	Slips, trips and falls	3	8

<b>Risk. No.</b>	<b>Risk – Ranked by Net Risk Score</b>	<b>Net Risk Score</b>	<b>Ranking</b>
<b>7</b>	<b>Risk Assessments and Reviews not undertaken</b>	<b>10</b>	<b>1</b>
<b>1</b>	<b>Injury to staff and visitors</b>	<b>7</b>	<b>2</b>
<b>6</b>	<b>Fire</b>	<b>7</b>	<b>2</b>
<b>2</b>	<b>Exterior Pathways and Steps</b>	<b>5</b>	<b>5</b>
<b>3</b>	<b>Use of hand tools and machinery for gardening</b>	<b>5</b>	<b>5</b>
<b>4</b>	<b>Cleaning Duties</b>	<b>5</b>	<b>5</b>
<b>5</b>	<b>Violence/Assault from Member of the Public</b>	<b>6</b>	<b>4</b>
<b>8</b>	<b>Slips, trips and falls</b>	<b>3</b>	<b>8</b>