

Report to:	QSMTM Q4
Report by:	Helen Gardner-Swift, Head of Corporate Services (HOCS)
Meeting Date:	12 May 2021
Subject/ Title: (and VC no)	Risk Management VC149960
Attached Papers (title and VC no)	C1 Risk Management Policy 2021-22 DRAFT VC150663 Strategic Risk Register 2021-22 VC149971 Operational Risk Register 2021-2 VC149972

Purpose of report

- The purpose of this Committee Report (CR) is to provide assurance that risk is being managed effectively as required by the Governance Reporting Arrangements, seek approval of the Risk Management Policy 2021-22 and seek approval for the Strategic Risk Register 2021-22 and for the Operational Risk Register 2021-22.

Recommendation and actions

- The following are recommended:
 - the Commissioner/Senior Management Team (SMT) note the CR and the assurance provided
 - the Commissioner/Senior Management Team (SMT) approves the C1 Risk Management Policy 2021-22
 - the Commissioner approves the C1 Strategic Risk Register 2021-22 (SRR 2021-22)
 - the Commissioner approves the C1 Operational Risk Register 2021-22 (ORR 2021-22)
 - the Commissioner/Senior Management Team (SMT) agree that this CR can be published but that the SRR 2021-22 and the ORR 2021-are not published for the reasons set out in paragraph 19.

Executive summary

- The Key Document C1 Governance Reporting Arrangements require the provision of an annual assurance from the HOCS that risk is being managed effectively and, also, an annual review of the risk management policy.
- In December 2015, the management of risk was reassessed and this resulted in the identification of 'strategic' and 'operational' risks, which led to the creation of a Strategic Risk Register (SRR) which is reviewed quarterly at the QSMTM and an Operational Risk Register (ORR) which is reviewed every 2 months at a Monthly Senior Management Team (MSMTM).

5. The Advisory Audit Board (AAB) is aware of our risk management arrangements and the general approach to risk and reviews and provides advice annually on the SRR.
6. The new Strategic Plan 2020-2024 has been approved, laid before Parliament and came into effect from 1 April 2020.

Assurance

7. I can provide the following assurance:
 - (i) risk has been, and continues to be, managed effectively
 - (ii) there are no indications to suggest that a revision of the existing risk management policy is necessary.
8. For the financial year 2021-22, the following have been prepared in draft:
 - (i) C1 Risk Management Policy 2021-22
 - (ii) SRR 2021-22
 - (iii) ORR 2021-22

Risk Management Policy

9. As the current risk management is effective, it is recommended that the Risk Management Policy is reviewed without any substantial change. However, the policy has been updated to take account of the twice monthly review of the ORR at a MSMTM and references to “SIC” have also been updated to “Commissioner”.

Risk Registers 2021-22

10. The proposed SRR 2021-22 is attached and submitted for approval by the Commissioner and the SMT. This has been updated to take account of the relevant risks for 2021-22.
11. The proposed ORR 2021-22 is attached and submitted for approval by the Commissioner and the SMT. This has been updated to take account of the relevant risks for 2021-22.

Risk impact

12. Risk management is a control in the management of strategic risk and operational risk. Not having an effective risk management policy and appropriate risk registers in place would result in an ineffective control mechanism.

Equalities impact

13. There is no direct equalities impact arising from this report.

Privacy impact

14. There are no privacy implications arising from this report.

Resources impact

15. None.

Operational/ strategic plan impact

16. None.

Records management impact (including any key documents actions)

17. The Risk management Policy 2021-22, the SRR 2021-22 and the ORR 2021-22 will all fall within Class1, the HOCS will be the Responsible Manager for each document and the relevant key document actions will be undertaken.

Consultation and Communication

18. QSMTM minute and publication of CR.

Publication

19. The CR should be published but the SRR 2021-22 and the ORR 2021-22 should be withheld on the basis that the exemption(s) in Sections 30(b)(ii), 30(c) and 39(1) of the Freedom of Information (Scotland) Act 2002 would apply if a request were, at this stage, to be made for the information.