



Report to: Children & Young Peoples' Services
Date: 24th May 2007
Subject: Risk Management - CYPS
Report of: Director of Children & Young Peoples' Services
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Purpose/summary: To provide Panel with revisions made to the key risks facing CYPS. The revisions will be included in the Council's Risk Register.

Alternative options considered and reason for selecting the one recommended: N/A

Recommendation/decision: That the report be received and that Panel notes that the Director of Children and Young Peoples' Services Department will send the Departmental Risk Register to the Director of Finance & IT for inclusion in the Council's risk register.

Key Decision: This report does not involve a key decision. This item is not included in the Forward Plan

Implications:

Financial:	The consequences of the risk detailed in this register being managed inappropriately could be significant
Staffing:	None
Policy:	None
Equal Opportunities - Has a Diversity Impact Assessment been conducted?	Yes
Wards affected:	All
Special Interest Members – Which have been consulted	None

Tracking/Process:

	Consultation	Ward Members	Partners
Panel	Overview & Scrutiny	Cabinet	Council
24 th May 07			

There are no Background Papers to this Report within the meaning of Section 100D of the Local Government Act 1972.



Proper Officer _____

Date April 2007

1. Background

- 1.1 All departments are required to submit their risk registers to their appropriate panel, prior to them being sent to the Director Finance & IT Department for inclusion in the Council's risk register.
- 1.2 Members received a report on the 20th July 2006 on the CYPS Risk Register.

2. Risk Management

- 2.1 Effective risk management is an essential requirement for any large organisation and the Council's Corporate Risk Register identifies the key risks facing the Council and the strategy for dealing with those risks.
- 2.2 The main purpose of the register is to identify key risks which the department may be expected to face over the next 12 months, to assess the potential impact of risk, should the risk materialise, and identify actions and monitoring responsibilities for dealing with each risk.
- 2.3 The CYPS Risk Register for 2007/08 is attached at Appendix A.
- 2.4 The Department's Risk Register along with those from other departments will form part of the Corporate Risk Register,

3. Risks Identified

- 3.1 The main risks identified in the CYPS Risk Register are listed below.
 - Litigation against the Council
 - Creation of the new Department
 - Service Delivery
 - Finance

4. Conclusions

- 4.1 The creation of Children and Young People's Services, has resulted in new challenges. These will be closely monitored over the year to ensure that potential adverse impact is controlled and minimised.

Typed by JC amended by GA
Risk management cypsmay07

RISK REGISTER 07/08

Risk Cat	Risk	Risk Details	Risk Impact	Inherent Risk Severity of Impact	Inherent Risk Likely Frequency	Mitigating Action/Controls	Responsible Officer	Assessment Frequency	Assessment Monitoring	Residual Risk - Severity of Impact	Residual Risk - Likely Frequency	Remedial Action Prompted By
1. CYPs	Litigation	Failure to educate	<ul style="list-style-type: none"> Risk of pupils/people who perceive that their educational needs are/ were not identified/met 	M	M	<ul style="list-style-type: none"> Early and accurate identification of educational needs Co-ordinated work between LA and schools Good record keeping Effective working with Legal and Property Services on cases 	Kath Nelson	Termly	School Attainment SEN reports plan marking EDRs	M	M	Increase in number of failures to educate claims nationally
			<ul style="list-style-type: none"> Pupils not on a school roll and not receiving appropriate education 	H	M	<ul style="list-style-type: none"> Monthly cross branch meeting to progress cases (Admissions, SEN, Behaviour and EWS) 	AvW	Monthly	Casework progress	M	M	Number of pupils off school roll when admission team transferred into current branch No Local Authority policy for school visits and trips in place prior to 2005
			<ul style="list-style-type: none"> Pupils or staff suffering injury whilst in school, during a school visit or out of school activity 	M	L	<ul style="list-style-type: none"> Policies and procedures for school visits, trips and out of school activities Policy on home visits Qualified staff Regular health and safety audits of school buildings and outdoor centres Training of school and central staff Risk assessment 	AvW (school trips and visits) ADs AvW/DB AvW AvW/RP/DB	Updated as required Continuous Continuous Continuous	Plan monitoring and EDR Supervision EDR Rolling programme Departmental H&S Committee	L	L	Growing litigation nationally over accidents on school trips and visits out of school

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		Risks to service users & staff	<ul style="list-style-type: none"> Potential damage due to claims, publicity, personal injury arising from risks to service users and staff 	H	L	<ul style="list-style-type: none"> Effective service Well trained staff Well developed monitored procedures H & S Audits Effective insurance Accident reporting system Council system of sharing information on potentially dangerous clients 	GR	Continuous	Performance management of CYPs	M	M	National growth in litigation against employers and service providers

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2. CYPS	Creation of new Department	Insufficient resources capacity (human and financial) to deliver changes within statutory and locally determined timescales	<ul style="list-style-type: none"> Lack of improvement/deterioration in the performance of 'core business' during 2006/07 Lack of an appropriately skilled workforce for integrated working Work to establish a range of common approaches towards assessment, case management, information sharing, information systems to support the integration of services. Failure to meet the needs of a range of pupils, e.g coasting school 	H	H	<ul style="list-style-type: none"> Identification of issues to fund the support service structures and CYPS responsibilities Evaluation of support services and other teams to deliver on CYPS responsibilities Performance management of all services 	GR	Continuous	SMT EDRs Feedback from schools Feedback from clerks	H	H	Delays in creating support services for CYPS
		Loss of key staff	<ul style="list-style-type: none"> The threat to performance of key staff leaving Temporary loss of staff in key front line services (e.g as a result of flu pandemic) 	M	M	<ul style="list-style-type: none"> Members of SMT monitoring staff turnover and vacancies Workforce planning ?? Effective line management that support staff working and structures Business continuity plans for Children's Homes, Fostering. 	GR	Fortnightly	Supervision SMT meeting	M	M	High number of vacancies and difficulties in recruiting to key teams (e.g social workers, Education, Psychology and Advisers)

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3. CYPs	Service Delivery	Premises Loss	<ul style="list-style-type: none"> Disruption to service delivery, e.g <ul style="list-style-type: none"> - schools - residential homes - children's centres 	H	L	<ul style="list-style-type: none"> Policy and procedures in place Fire risk assessments undertaken Smoke and fire detections to premises Insurance policy 	AvW	Annually Annually Annually	Monitoring reports Reports Annual inspections	M	L	Rising trends of arson in schools nationally Assessment results
		Computer System Failure/IT infrastructure losses Ability for later sources	<ul style="list-style-type: none"> Loss of client database, disruption of services to customers and clients, access to finance systems and quality system 	H	L	<ul style="list-style-type: none"> Disaster Recovery plans in place, that covers disk failure, power failure, back up procedures (daily) and fire protection (fire sensors in server room). In the event of servers for a short-term solution whilst a server is replaced. 	AvW	Continuous	Corporate Review Group Operations Group	M	M	Business Continuity Plans Operations Group
		Full fall out of the Change for Children System including Workforce Strategy CAF, ICS, and Contactpoint	<ul style="list-style-type: none"> Difficulties, encounters of a technical nature Insufficient funds to resource properly Non co-operation at a local level 	H	M	Contract Partner project managed by DfES production Monitor of CAFS Monitor and evaluate against baseline the improvements for children.	AvW	Continuous	DfES supervision LSP Executive Group	H	M	Executive Group

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		No emergency accommodation for young people in the Borough	<ul style="list-style-type: none"> Homeless young people could be placed at risk as a result of no accommodation being available 	M	M	<ul style="list-style-type: none"> YOT management of cases Children's social care management of cases 	DB	Continuous	Monitoring of plans Suspension EDR	M	M	Homeless young people having no accommodation
4. CYPS	Finance	Budget pressures in Children's Social Care	<ul style="list-style-type: none"> An overspend would require resources being diverted from other service priorities in CYPS leading to a risk to the performance of the Department 	H	H	<ul style="list-style-type: none"> Team Budget monitoring SMT Budget monitoring Corporate Budget monitoring Placement monitoring 	KN	Continuous	Budget out-turns	H	H	Overspends in previous years
		Loss of grant or income	<ul style="list-style-type: none"> Staff employed on permanent contracts funded through grant or income possibly leading to redundancy costs Difficult time taken to reduce staffing after notification of loss of grant/income Difficulty in monitoring/improving service delivery with reduced capacity 	L	H	<ul style="list-style-type: none"> Departmental budget monitoring Early identification of ending of funding 	All ADs	Continuous	Branch Budget Monitoring	M	M	Loss of funding with little notice Reduction in income from SLAs with schools

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		<p>Reduced take up by schools of 'buy back services'</p> <p>Falling school rolls</p> <p>Delivery of the Building Schools for the Future programme</p> <p>Expansion of the Extended Schools facility</p>	<ul style="list-style-type: none"> Schools failure to buy back central support services will impact on staff, budget and ultimately service delivery Failure to address the impact of falling school rolls will result in under occupation of schools and unstructured investment programmes. Projects not delivered on time and within budget resulting in funding pressures and impact upon service delivery Services provided that are not financially viable through entities that are not appropriate and /or legal and the resultant financial consequences to the Council. 									