

DATE: 28 January 2025
MY REF: Audit & Corporate
Governance Committee
YOUR REF:
CONTACT: Democratic Services
TEL NO: 0116 272 7708
EMAIL: committees@blaby.gov.uk

To Members of the Audit and Corporate Governance Committee

Cllr. Mike Shirley (Chairman)
Cllr. Mark Jackson (Vice-Chairman)

Cllr. Lee Breckon JP
Cllr. Alex DeWinter

Cllr. Richard Holdridge
Cllr. Dillan Shikotra

Cllr. Roger Stead
Helen King

Dear Councillor,

A meeting of the **AUDIT AND CORPORATE GOVERNANCE COMMITTEE** will be held in the Council Chamber - Council Offices, Narborough on **THURSDAY, 6 FEBRUARY 2025** at **5.30 p.m.** for the transaction of the following business and your attendance is requested.

Yours faithfully



Gemma Dennis
Corporate Services Group Manager and Monitoring Officer



AGENDA

1. Apologies for Absence

2. Disclosures of Interest

To receive disclosures of interests from Members (i.e. the existence and the nature of those interests in respect of items on this agenda).

3. Minutes (Pages 3 - 6)

To approve and sign the minutes of the meeting held on 25 November 2024 (enclosed).

4. Internal Audit Progress Report 2024/25 Q3 (Pages 7 - 22)

To consider the report of the Shared Service Audit Manager (enclosed).

5. Approval of the Audited Accounts 2023/24 (Pages 23 - 24)

To consider the report of the Finance Group Manager (enclosed).

6. Audit & Corporate Governance Committee Work Programme (Pages 25 - 28)

7. Risk Management Quarter 3 2024/25 (Pages 29 - 62)

To consider the report of the Council Tax Income & Debt Manager (enclosed).

8. Exclusion of Press & Public

To consider passing the following resolution:

“That under Section 100(A)(4) of the Local Government Act, 1972, the public be excluded from the meeting for the following item on the grounds that the item involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the said Act.

Exemption Category: 3

Reason for Exemption: Appendix B of the Risk Management Q3 2024/25 report contains information relating to the financial or business affairs of any particular person (including the authority holding that information).

9. Risk Management Quarter 3 2024/25 - Appendix B (Pages 63 - 66)

AUDIT AND CORPORATE GOVERNANCE COMMITTEE

Minutes of a meeting held at the Council Offices, Narborough

MONDAY, 25 NOVEMBER 2024

Present:-

Cllr. Mike Shirley (Chairman)
Cllr. Mark Jackson (Vice-Chairman)

Cllr. Alex DeWinter

Cllr. Richard Holdridge

Helen King (Independent
Member)

Officers present:-

Sarah Pennelli
Katie Hollis
Kerry Beavis
Nicole Cramp
Bethany Hinks
Hayley Clark

- Executive Director - S.151 Officer
- Finance Group Manager
- Shared Service Audit Manager
- Democratic & Scrutiny Services Officer
- Azets External Auditor
- Ernst & Young External Auditor

Also in attendance as observers:-

Cllr. Maggie Wright (Deputy Leader and Finance, People & Performance Portfolio
Holder)

Apologies:-

Cllr. Dillan Shikotra and Cllr. Roger Stead

144. DISCLOSURES OF INTEREST

No disclosures were received.

145. MINUTES

The minutes of the meeting held on 9 October 2024, as circulated, were approved and signed as a correct record.

146. COMPLETION REPORT FINANCIAL YEARS 2020/21, 2021/22 AND 2022/23

Considered – Report of the Finance Group Manager.

Helen King (Independent Member) commented she is disappointed that all outstanding accounts are being considered together and hopes that future audit timescales are adhered to.

Cllr. Maggie Wright, Deputy Leader and Finance, People & Performance Portfolio holder also expressed that she is disappointed that the committee has three sets of accounts that are unaudited.

Cllr. Maggie Wright also spoke highly of the Finance team at Blaby District Council who have remained professional and met all required deadlines.

Cllr. Mike Shirley asked Ernst & Young if they agree that they have not satisfied their contractual obligations.

Hayley Clark (Ernst & Young Auditor) responded that the Audits have been disclaimed as per the government guidance.

DECISIONS

1. That the external auditor's qualified report be accepted on a reciprocal qualified basis.
2. That Committee grants delegated authority to the Executive Director (Section 151) in consultation with the Chair of the Audit and Corporate Governance Committee to approve and sign off the Council's audited Financial Statements for 2020/21, 2021/22 and 2022/23 once all outstanding matters have been finalised.

Reasons:

1. To bring to Members' attention the findings of our external auditors, Ernst & Young (EY) in relation to the audit of the 2020/21 accounts.
2. The Accounts and Audit Regulations require local authorities to have their 2020/21, 2021/22 and 2022/23 accounts approved by a resolution of "a committee or by the members meeting as a whole", and no later than 13th December 2024.

147. LOCAL AUDIT BACKLOG - REBUILDING ASSURANCE

Considered – Report of the Finance Group Manager.

DECISION

That Azets' Local Audit Backlog – Rebuilding Assurance report be noted.

Reason:

The Local Audit Backlog report provides members with the challenges being faced with the 2023/24 audit due to the outstanding Accounts, and the changes that are being required from the initial audit plan.

148. AUDIT & CORPORATE GOVERNANCE COMMITTEE WORK PROGRAMME

Members accepted the items on the Audit & Corporate Governance Committee Work Programme.

DECISION

That the Audit & Corporate Governance Committee Work Programme be noted.

Reason:

It is appropriate that the Audit & Corporate Governance Committee set the Work Programme for the year.

THE MEETING CONCLUDED AT 6.25 P.M.

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Blaby District Council

Audit & Corporate Governance Committee

Date of Meeting 6 February 2025
Title of Report Internal Audit Progress Report 2024/25 Q3
Report Author Shared Service Audit Manager

1. What is this report about?

- 1.1 The purpose of this report is to inform the Committee of the progress against the Internal Audit plan for 2024/25 and to highlight incidences of any significant control failings or weaknesses that have been identified between 1 October 2024 and 31 December 2024 (Q3).

2. Recommendation(s)

- 2.1 To note the Internal Audit progress report and comment as appropriate.

3. Reason for Decision(s) Recommended

- 3.1 To keep the Audit and Corporate Governance Committee informed of progress and recent Internal Audit findings and recommendations, in line with the Public Sector Internal Audit Standards requirements.

4. Matters to consider

4.1 Background

The Public Sector Internal Audit Standards require the Audit and Corporate Governance Committee to approve the audit plan and monitor progress against it. They should receive periodic reports on the work of internal audit. The Audit and Standards Committee approved the 2024/25 audit plan on 22 April 2024. This is the third progress report for 2024/25.

4.2 Progress Report

The Internal Audit Progress Report for the period from 1 October 2024 to 31 December 2024 (Q3) is attached at Appendix 1.

4.3 Relevant Consultations

The report was presented to the Senior Leadership Team on 18 December 2024.

4.4 Significant Issues

None.

5. What will it cost and are there opportunities for savings?

5.1 No costs or opportunities for savings in the context of this report.

6. What are the risks and how can they be reduced?

6.1 There are no risks relating to this report.

7. Other options considered

7.1 Not applicable.

8. Other significant issues

8.1 In preparing this report, the author has considered issues related to Human Rights, Legal Matters, Human Resources, Equalities, Public Health, Inequalities, and Climate Local and there are no areas of concern.

9. Appendix

9.1 Appendix 1 – Internal Audit Progress Report 2024/25 Q3.

10. Background paper(s)

Public Sector Internal Audit Standards.

11. Report author's contact details

Kerry Beavis
Kerry.beavis@blaby.gov.uk



INTERNAL AUDIT SHARED SERVICE

Blaby District Council

Internal Audit Progress Report 2024/25 Q3

1. Introduction

- 1.1 Internal Audit is provided through a shared service arrangement led by North West Leicestershire District Council and delivered to Blaby District Council and Charnwood Borough Council. The assurances received through the Internal Audit programme are a key element of the assurance framework required to inform the Annual Governance Statement. The purpose of this report is to highlight progress against the 2024/25 Internal Audit Plan up to 31 December 2024.

2 Internal Audit Plan Update

- 2.1 The 2024/25 audit plan is included at Appendix A for information and shows the audits in progress.

Since the last update report five final reports have been issued. The executive summaries for the reports are included at Appendix B

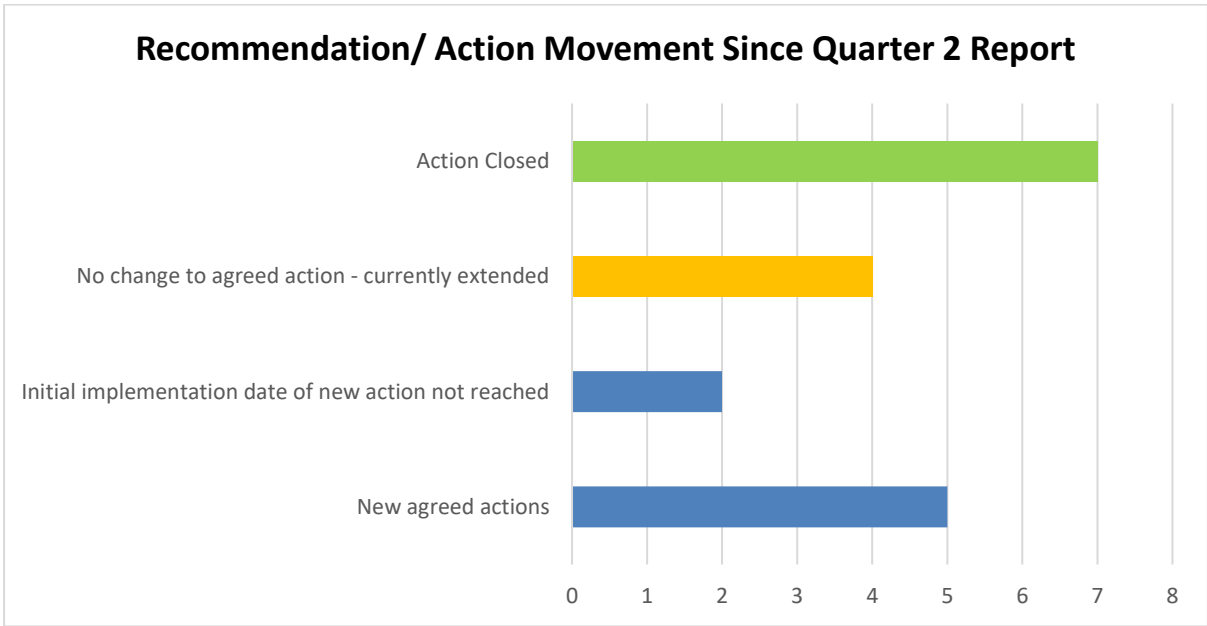
3 Internal Audit Recommendations

- 3.1 Internal Audit monitor and follow up all critical, high and medium priority recommendations. Further details of extended recommendations are detailed in Appendix C for information.

Year	Not Due		Extended		Overdue	
	High	Medium	High	Medium	High	Medium
22/23	-	-	3	1	-	-
23/24	-	-	-	-	-	-
24/25	-	2	-	-	-	-

4 Internal Audit Performance Indicators

- 4.1 Progress against the agreed Internal Audit performance targets are documented in Appendix D. There are no areas of concern at this stage.

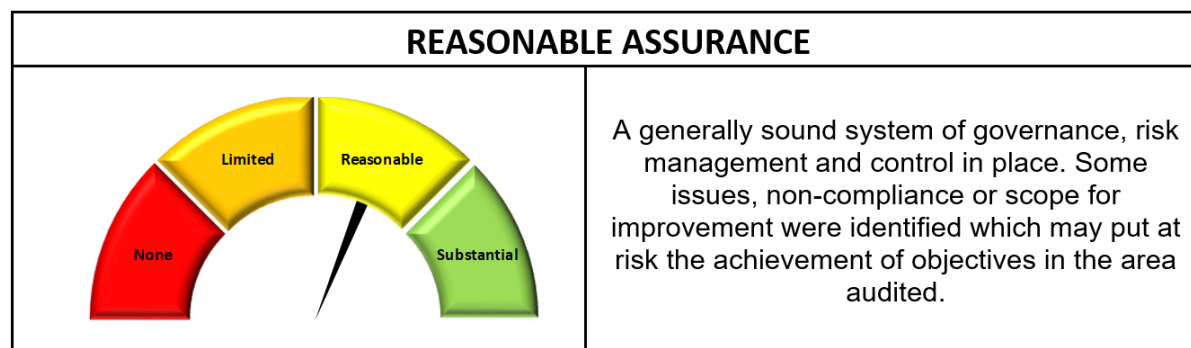


2024/25 AUDIT PLAN PROGRESS

Audit Area	Type	Planned Days	Actual Days	Status	Assurance Level	Recommendations				Comments
						C	H	M	L	
HR	Audit	8	10	Draft						
IT Asset Management	Advisory	5		As required						
IT Implementation Support	Advisory	4		As required						
Customer Satisfaction	Audit	8		Q4						
Parks & Open Spaces	Audit	10	7	Draft						
Disabled Facilities Grant Determinations	Grant	3	3	Completed	N/A					
Building Control	Audit	10	10	Completed	Reasonable	-	-	4	-	
Lightbulb	Advisory	3		As required						
Licensing	Audit	8		Planning						
Temporary Accommodation	Audit	10		Q3						
Safeguarding Process	Audit	5	2.5	In progress						There has been a change of focus in this area and it has been agreed the audit will now become advisory to support the work in progress.
Implementation of Elections Act	Audit	3	3	Completed	Substantial	-	-	-	-	
Service Planning & Performance	Audit	8	0.5	In progress						
Key Financial Systems	Audit	45		Q3/Q4						
Benefits		5	0.1	In progress						Engagement plan agreed – due to start testing.
Council Tax	Audit	8	0.1	In progress						Engagement plan agreed – due to start testing.
NNDR	Audit	3	0.1	In progress						Engagement plan agreed – due to start testing.

Income Collection	Audit	6		Q3/Q4						
Creditors	Audit	4	5	Completed	Reasonable	-	-	1	-	
Debtors	Audit	4	3	Completed	Reasonable	-	-	-	-	
Main Accounting	Audit	4	7	Draft						
Payroll	Audit	4		Q3/Q4						
Treasury Management	Audit	9		Q3/Q4						
Property Services Compliance	Audit	15	1	In progress						
Planning	Audit	15		Q4						
Culture	Audit	8		Q2/3						
Garden Waste Collection	Audit	5	1.5	Completed	Reasonable	-	-	-	-	Addition to the plan

BUILDING CONTROL



Key Findings

Areas of positive assurance identified during the audit:

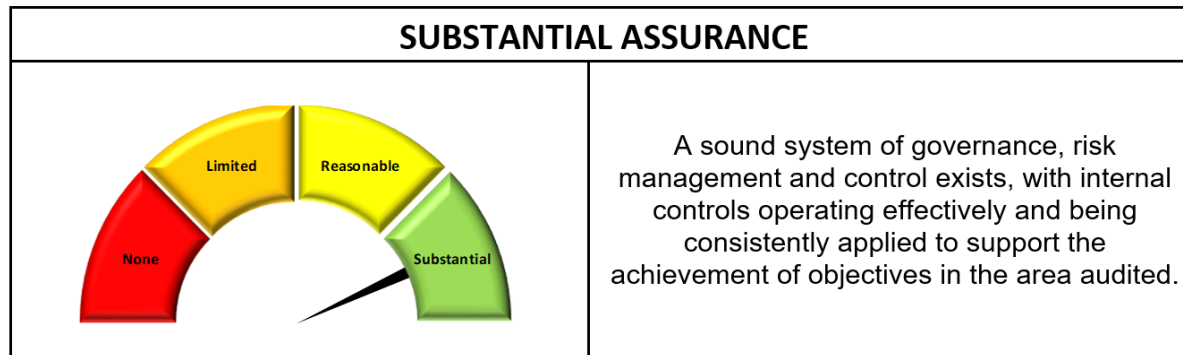
- Policies and procedures are in place, up to date and available to all relevant staff.
- Governance arrangements are clearly documented and adhered to.
- The application process is consistent across the partnership.
- Charges are reviewed annually, approved and published as required.
- All income due is collected and receipted correctly.
- Performance is effectively managed, monitored and reported.
- Data is securely managed across the Partnership.
- Appropriate risk assessments are completed.

The main areas identified for improvement are:

- Applications are processed in accordance with the timescales set.
- A review of PPE is undertaken and full inventory maintained.
- Driver's checks are completed on a regular basis.
- Training records are maintained.

Recommendation	Priority	Response/Agreed Action	Officer Responsible	Implementation Date
1. Applications are processed in accordance with procedure to ensure target times are met throughout the process.	Medium	Since the audit there has been a change in process whereby administration officers are given allocated areas to work on. This is monitored by the team leader to ensure timescales are met.	Team Leader	Implemented.
2. An annual review of PPE is undertaken to ensure all PPE required has been issued, is recorded and still fit for purpose, to ensure that it does not compromise safety, in accordance with the Personal Protective Equipment at Work Regulations 1992.	Medium	A process will be put in place to record the issue of boots. Other equipment is held in stock and made available to surveyors as required. A stock record will be put in place to ensure equipment has not expired.	Team Leader	February 2025
3. Officers ensure that driver checks, licence, MOT, and insurance, are completed, in line with good practice, on an annual basis and to support the Health and Safety Executive's requirements for driving at and for work.	Medium	Checks will be completed by the 14 th November 2024. Going forward this will be completed in October each year as part of the PDR process.	Team Leader	December 2024
4. Training records should be maintained to ensure training is up to date and meets legislative requirements.	Medium	A training/ monitoring record is under development to enable training to be recorded and tracked.	Team Leader	February 2025

IMPLEMENTATION OF THE ELECTIONS ACT

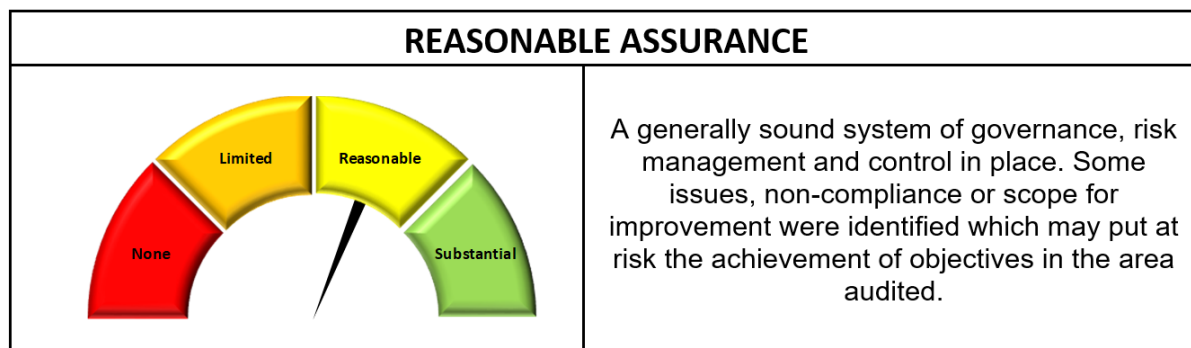


Key Findings

Areas of positive assurance identified during the audit:

- Internal procedures have been updated to reflect the changes implemented to date and are available to all relevant staff.
- Residents were made aware of changes to voter requirements and provided with support if needed.
- Training has been provided to all relevant staff.
- Arrangements are in place to ensure that all polling stations are accessible and adequately staffed.
- Plans are in place to implement the forthcoming changes.

CREDITORS



Key Findings

Areas of positive assurance identified during the audit:

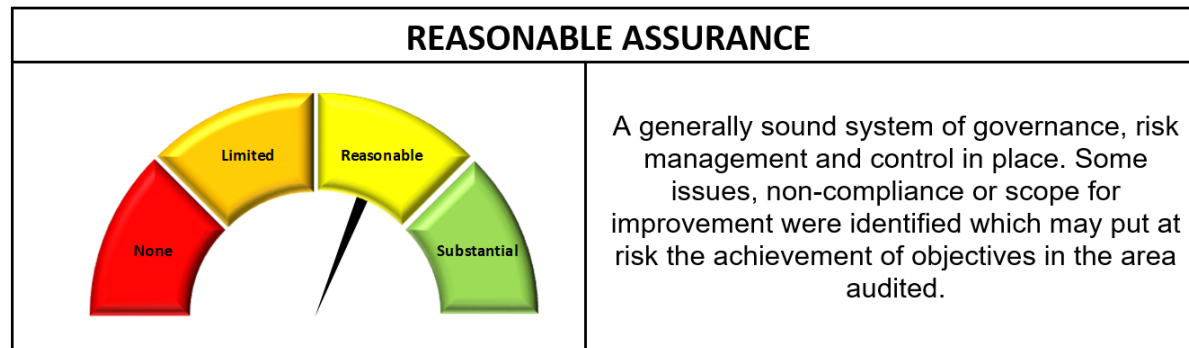
- Written procedure guides are comprehensive, relevant and accessible to staff.
- Official orders are raised and appropriately authorised to a satisfactory level.
- Authorisation of payments is completed to a satisfactory level.
- Credit card usage is adequately monitored.
- There are adequate procedures in place for amending existing supplier details.

The main area identified for improvement is:

- The review process for control account reconciliations.

Recommendation	Priority	Response/Agreed Action	Officer Responsible	Implementation Date
The review process is revised to ensure all reconciliations are reviewed in a timely manner.	Medium	Completed during the audit.	N/A	Implemented during the audit.

DEBTORS



Key Findings

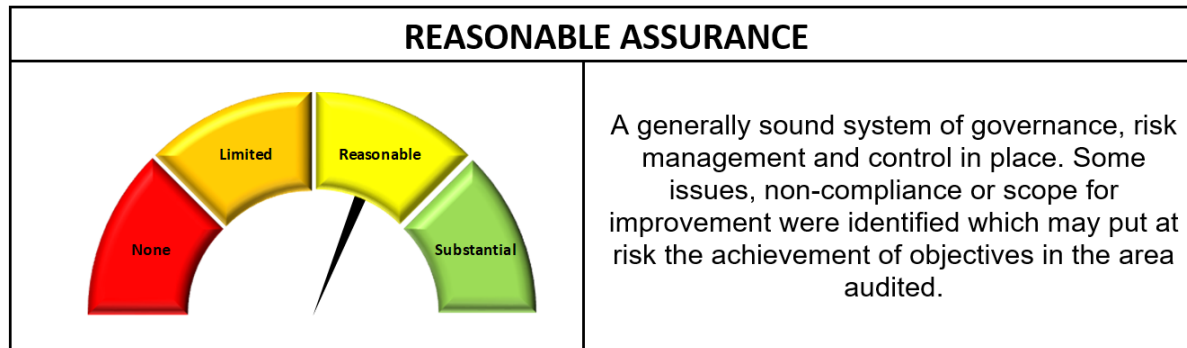
Areas of positive assurance identified during the audit:

- Written procedure guides are comprehensive, relevant and accessible to staff.
- There is adequate separation of duties.
- The suspense account is regularly monitored and cleared.
- Aged debts are reviewed, monitored and reported adequately.
- Invoices are raised promptly and accurately.

The main area identified for improvement is:

- The review process for control account reconciliations.

GARDEN WASTE COLLECTION



Key Findings

Areas of positive assurance identified during the audit:

- Additional verification checks have been built into the process and the written procedures have been updated accordingly.

Areas for further action by the relevant services:

- The Customer Insight, Experience and Engagement Manager will liaise directly with the other teams involved in the process to improve the clarity of the letters issued to customers, which is expected to reduce customer confusion and complaints.

EXTENDED RECOMMENDATIONS

Audit Year	Audit	Recommendation	Priority	Response/ Agreed Action	Responsible Officer	Due Date	1st Follow up comments	Ext Date	Second Follow up comments	Ext Date	Further Management update	Further Ext Date
2022/23	Policy Management	2. HR policies reflecting current legislation, corporate values and industry best practice should be produced for all key employment areas. These should be supported by relevant procedure documents	High	Agreed. A process and timetable to produce the key documents will be in place within six months.	Human Resources Strategic Manager	Jul-23	Aug-23 No response received		Sep-23 All HR policies have been imported to iPlan. A timeline for reviewing/producing (including prioritisation) the HR policies for all key employment areas with supporting procedure documents will now be agreed.	Mar-24	<p>An action plan has been developed that details dates of when all HR policies, procedures and guidance are to be reviewed and updated. Audit will monitor the action plan and, if there is slippage, this will be reported to Audit and Corporate Governance Committee.</p> <p>Internal audit update – quarterly review carried out in October and progress is satisfactory. Next review to be carried out January 2025</p>	April 2025
2022/23	Policy Management	3. A review of all HR documentation is carried out and, where appropriate, these are updated to reflect the purpose of the document, i.e. strategies are in place which are supported by policies which in turn are implemented using procedures, with consideration being given to the definitions within the Report Writing Toolkit.	High	Agreed. This will form part of the action detailed in recommendation no. 2.	Human Resources Strategic Manager	Jul-23	Aug-23 No response received		Sept-23 As above for recommendation no.2 (inextricably linked)	Mar-24		
2022/23	Policy Management	8. Policies and procedures are updated on a regular basis and correspond to the relevantly published documents.	High	Agreed. This will be incorporated into the process and timetable to be developed as part of recommendation no. 2	Human Resources Strategic Manager	Jul-23	Aug-23 No response received		Sept-23 As above for recommendation no.2 (inextricably linked)	Mar-24		
2022/23	Policy Management	7. The Equality and Human Rights Policy should be reviewed, updated and published and arrangements made to review and update at appropriate intervals going forward.	Medium	Agreed.	Transformation Group Manager and HR Services Manager	Jun-23	28.06.23: Work in progress - expected to be completed during Jul-23.	Aug-23	Sept 23 – The organisation now has a new EDI lead. Further work is required prior to updating the policy. This will be included with the work outlined for Policy Management recommendation no. 2.	Mar-24		

Appendix D

2024/25 INTERNAL AUDIT PERFORMANCE

Performance Measure	Position as at 31.12.2024	Comments
Achievement of the Internal Audit Plan	32%	
Quarterly Progress Reports to Management Team and Audit and Standards Committee	On track	
Follow up testing completed in month agreed in final report	On track	
Annual Opinion Report	Achieved	
100% Customer Satisfaction with the Internal Audit Service	100%	Based on three returns for 2024/25
Compliance with Public Sector Internal Audit Standards	Conforms	External inspection carried November 2020 which confirmed that we conform to the Public Sector Internal Audit Standards.

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Blaby District Council

Audit and Corporate Governance Committee

Date of Meeting 6 February 2025
Title of Report **Approval of the Audited Accounts 2023/24**
Report Author Finance Group Manager

1. What is this report about?

1.1 To follow.

2. Recommendation(s)

2.1 To follow.

3. Reason for Decision(s) Recommended

3.1 To follow.

4. Matters to consider

4.1 Background

To follow.

4.2 General Fund Revenue Account

To follow.

4.3 Audit of Accounts

To follow.

5. What will it cost and are there opportunities for savings?

5.1 To follow.

6. What are the risks and how can they be reduced?

6.1

Current Risk	Actions to reduce the risks
To follow.	

7. Other options considered

7.1 To follow.

8. Other significant issues

8.1 To follow.

9. Appendix

9.1 To follow.

10. Background paper(s)

To follow.

11. Report author's contact details

Katie Hollis	Finance Group Manager
Katie.hollis@blaby.gov.uk	0116 272 7739

Audit & Corporate Governance Committee Work Programme

Issue	Report Author
6 February 2025	
Quarterly internal audit update	Shared Service Audit Manager
Approval of 2023/24 Accounts (Azets)	Finance Group Manager
Risk Management Q3 2024/25	Council Tax Income & Debt Manager
28 April 2025	
Audit Charter, Mandate and Strategy	Shared Service Audit Manager
Quarterly internal audit update	Shared Service Audit Manager
Annual Audit Plan	Shared Service Audit Manager
Audit & Corporate Governance Committee Annual Report 2024/25	Shared Service Audit Manager
Accounting Policies 2024/25	Finance Group Manager
Risk Management Q4 2024/25	Council Tax Income & Debt Manager
28 July 2025	
Unaudited Statement of Accounts 2024/25	Finance Group Manager
Risk Management Q1 2025/26	Council Tax Income & Debt Manager
Quarterly internal audit update	Shared Service Audit Manager

Issue	Report Author
Annual Internal Audit Report	Shared Service Audit Manager
6th October 2025	
Risk Management Q2 2025/26	Council Tax Income & Debt Manager
Quarterly internal audit update	Shared Service Audit Manager

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Blaby District Council

Audit & Corporate Governance Committee

Date of Meeting 6 February 2025
Title of Report Risk Management Quarter 3 2024/25
Report Author Council Tax Income & Debt Manager

1. What is this report about?

- 1.1 The report provides Audit and Corporate Governance Committee with an update in relation to the Council's Corporate Risk Register up to 31st December 2024.

2. Recommendation(s)

- 2.1 That the latest information in respect of the Council's major corporate risks is accepted.

3. Reason for Decision(s) Recommended

- 3.1 The overview of the Council's risk management processes is a key responsibility of the Audit and Corporate Governance Committee. It is important that members are aware of the corporate risks and their potential impact on Council business, and that they review the control measures in place to mitigate risks.

4. Matters to consider

4.1 Background

The management of risk is a critical success factor in terms of an organisation achieving its objectives. The Audit and Corporate Governance Committee, supported by Internal Audit, has the role of evaluating the effectiveness of the Council's risk management procedures, and commenting upon areas of improvement as appropriate.

Risks are assessed for their impact on the Council's business, and the likelihood that those risks might arise. Scores for impact and likelihood are combined using a "5x5" matrix to arrive at a rating of high, medium, or low.

Risk Score	Matrix Category
16-25	High
9-15	Medium
1-8	Low

Further information is contained within the Risk Management Strategy which was presented to this Committee in July 2023.

4.2 Corporate Risk Register

The Corporate Risk Register captures the most significant current risks that have a potential impact on the Council's strategic aims and objectives. Updates on the latest corporate risks are presented to Audit and Corporate Governance Committee every quarter.

Corporate Risks are monitored by the Corporate Risk Group which comprises the Chief Executive, the Executive Directors, the Finance Group Manager, and the Council Tax Income and Debt Manager. The Corporate Risk Group met on 17th January 2025 to review and update the Corporate Risk Register, ensuring that it properly reflects the current corporate risks and that actions are in place to mitigate those risks. A copy of the Corporate Risk Register is included at Appendix A, and this sets out each risk, an assessment of the degree of risk to the Council, and any control measures that are in place to mitigate the likelihood and impact of the risk occurring.

The following table summarises the number of corporate risks before any control measures are put in place (i.e., uncontrolled risks).

All Corporate Risks – Uncontrolled Rating Summary			
Red	Amber	Green	Total
18	11	1	30

The corporate risks, once control measures have been put in place, i.e., controlled risks, are as follows:

All Corporate Risks – Controlled Rating Summary			
Red	Amber	Green	Total
9	8	13	30

Since the last quarterly report to Audit and Corporate Governance Committee on 9th October 2024, 2 additional risks have been added to the register, which means that there are now 30 corporate risks recognised.

The following 2 new risks have been added to the Corporate Risk Register:

Risk Description		Uncontrolled Risk Rating	Controlled Risk Rating
R162: Contractual Obligations	Risk Likelihood	Unlikely (3)	Unlikely (3)
	Risk Impact	Medium (2)	Medium (2)
	Status	6	6
Control Measures	* SLM are exploring further improvements to both Enderby and Huncote and seeking ways to grow membership. * Regular contract meetings between BDC and SLM are productive and ensure obligations are being met.		
R165: Business as Usual is negatively impacted due to the focus on Devolution	Risk Likelihood	Very Likely (4)	Very Likely (4)
	Risk Impact	Medium (3)	Medium (3)
	Status	12	12
Control Measures	* Staff are being kept informed and engaged. * A £50,000 budget has been established for supporting the proposal stage.		

Overall, 18 high risks to the Council's business have been identified before any form of mitigation has been put in place. However, once control measures are considered, 9 of these are reduced to medium or low risk.

The latest review undertaken by the Corporate Risk Group has led to 3 risk scores being increased and 2 risk scores being decreased.

Increased risks:

R013 - Failure to provide affordable housing and supporting infrastructure in the district in line with identified need.

This risk rating has been increased in view of the recent flooding in the district.

R158 – The Council is unable to meet its 5 year land supply target.

This risk rating has been increased in view of the increase in housing needs/homelessness. The Council is working towards creation of a 5 year housing land supply through the new Local Plan. However external factors such as a new national planning policy framework and revised housing targets have hampered progress towards achieving this. The Council are working towards consultation on the draft local plan in July 2025, following

which a revised 5 year housing land supply will be achieved in late 2026. During this time the council will need to manage speculative planning applications and work with developers to avoid housing in areas which are inappropriate and not in the best interests for local people.

R160 – Changes relating to new Government – financial and ability to deliver services.

This risk rating has been increased due to the recent changes and how it will affect our financial position and the ability to deliver services. Existing resources may be stretched or key staff are demotivated due to uncertainty of future.

Reduced risks:

R020 – Huncote Leisure Centre and surrounding site – risk of elevated levels of methane from landfill site.

This risk rating has been reduced in view of the controls in place that are making it manageable.

R126 – Impact of Industrial Action on Services and Residents.

This risk rating has been reduced as control measures are in place.

4.3 Service and Project Risk Registers

Service risks are those which are more related to operational and service delivery matters. They are maintained on a separate risk register and are subject to quarterly monitoring by Service Managers to ensure that they remain up to date and have not become obsolete. Group Managers will provide an overview of the service risks on a quarterly basis, but service risks will not be reported to Audit and Corporate Governance Committee other than in exceptional circumstances.

Project risks are managed through the Council's project management framework, with risk registers maintained for corporate projects and high-profile service projects. These are monitored through individual project teams and by the Senior Leadership Team sitting as Programme Board.

4.4 Significant Issues

In preparing this report, the author has considered issues related to Human Rights, Legal Matters, Human Resources, Equalities, Public Health Inequalities and there are no areas of concern.

5. Environmental impact

- 5.1 In preparing this report, the author has considered issues related to Climate Local and there are no areas of concern.

6. What will it cost and are there opportunities for savings?

- 6.1 There are no direct financial implications arising from this report. However, financial implications may arise because of inadequate risk management, but with robust procedures in place they are minimised or removed.

7. What are the risks and how can they be reduced?

7.1

Current Risk	Actions to reduce the risks
If risks are not monitored, then the Council may not be aware of possible events arising.	Audit and Corporate Governance Committee receive regular reports on risk and advise Cabinet Executive as appropriate.
If risks are not effectively managed through mitigation, risks identified cannot be minimised and may have a significant impact on the Council.	Mitigating control measures are in place and monitored through Audit and Corporate Governance Committee, Corporate Risk Group and by Senior Leadership Team/Group Managers.

8. Other options considered

- 8.1 None. It is a requirement of the Risk Management Strategy that regular reports are brought to Audit and Corporate Governance Committee.

9. Appendix

- 9.1 Appendix A – Corporate Risk Register (excluding IT risks)
- 9.2 Appendix B – IT Corporate Risks (exempt appendix)

10. Background paper(s)

Risk Management Strategy 2023 – 2026.

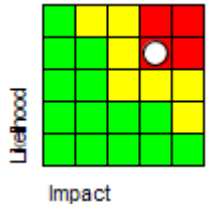
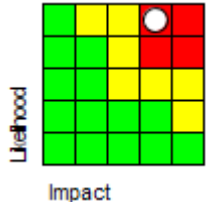
11. Report author's contact details

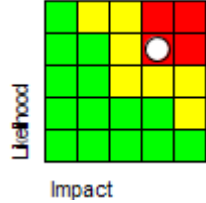
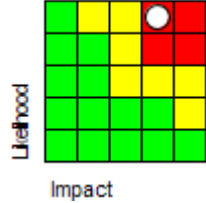
Sarabjit Khangura Council Tax Income and Debt Manager
Sarabjit.Khangura@blaby.gov.uk 0116 272 7646

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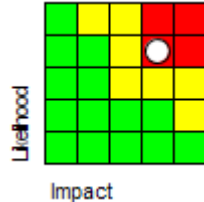
Appendix A - Overview of Corporate Level Risks (excluding IT risks)

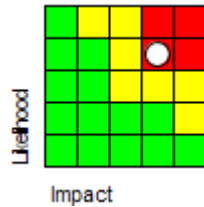
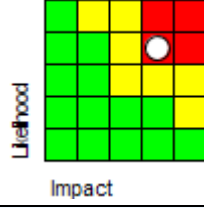
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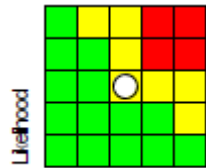
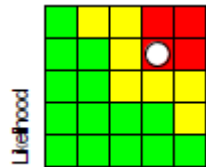
Risk Title	Failure to provide affordable housing and supporting infrastructure in the district in line with identified need.	Uncontrolled Risk Score		16
Risks Category	Political	Current Controlled Risk Score		20
Internal Controls	<ul style="list-style-type: none">• Agreement on countywide housing distribution• Council adoption of appropriate housing needs policies• Feedback to consultation processes• Input into Strategic Planning Groups• Review of options to deliver affordable housing & balanced housing market	Latest Note	This risk rating has been increased in view of the recent flooding in the District.	
		Latest Note Date	22 Jan 2025	

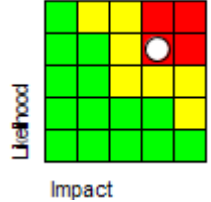
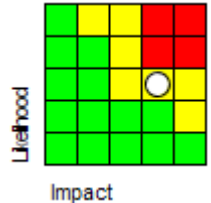
Risk Title	Failure to provide appropriate temporary accommodation for homeless households	Uncontrolled Risk Score		16
Risks Category		Current Controlled Risk Score		20
Internal Controls	Continue to source alternative provision of temporary accommodation in the District.	Latest Note	No change to risk rating. There have been 2 homelessness case workers added to the establishment using bid funding.	
		Latest Note Date	22 Jan 2025	

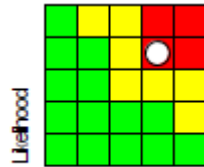
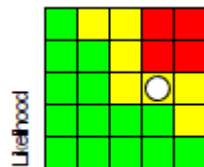
Risk Title	The Council is unable to meet its 5 year land supply target	Uncontrolled Risk Score		16
Risks Category	Reputational / Financial	Current Controlled Risk Score		20
Internal Controls	<ul style="list-style-type: none"> • re-establish land supply through new local plan • ensure that Planning Committee are sufficiently well-trained to be able to approve favourable housing applications 	Latest Note	<p>The Council is working towards creation of a 5 year housing land supply through the new Local Plan. However external factors such as a new national planning policy framework and revised housing targets have hampered progress towards achieving this. The Council are working towards consultation on the draft local plan in July 2025, following which a revised 5 year housing land supply will be achieved in late 2026. During this time the council will need to manage speculative planning applications and work with developers to avoid housing in areas which are inappropriate and not in the best interests for local people.</p>	
		Latest Note Date	27 Jan 2025	

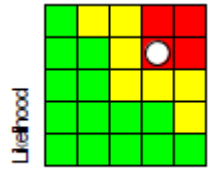
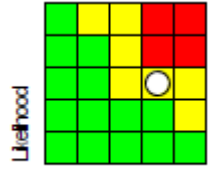
Risk Title	Impact on financial position as a result of lack of certainty around future funding streams (i.e. Business Rates, Fair Funding, New Homes Bonus and Council Tax Equalisation), and cost of living crisis.	Uncontrolled Risk Score		20
Risks Category	Financial	Current Controlled Risk Score		16
Internal Controls	<ul style="list-style-type: none"> • Awareness & Understanding of national policy changes • Balanced budget approved • Deliver Action Plan of Commercialisation Strategy • Maintain an awareness of changing priorities • MTFS in place • Strategy to maximise growth of Business Rates • Working with significant partners • Maintain adequate level of reserves . Financial plan now in place with measures to reduce the budget gap. 	Latest Note	No change to risk rating.	
		Latest Note Date	22 Jan 2025	

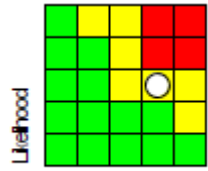
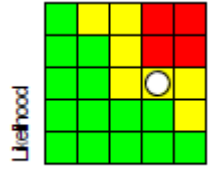
Risk Title	Partners Do Not Reach Agreement on the Future Lightbulb Delivery Model and Business Case	Uncontrolled Risk Score		16
Risks Category	Contractual / Financial / Partnership / Political / Reputational	Current Controlled Risk Score		16
Internal Controls	Regular board meetings in place; recognition of partners' financial position; regular monitoring of budget; meetings held with partners as part of the contract planning process; inclusion on Internal Audit Plan.	Latest Note	No change to risk rating. Heading changed from District Partners Do Not Reach Agreement on the Future Lightbulb Delivery Model and Business Case to remove the word District.	
		Latest Note Date	22 Jan 2025	

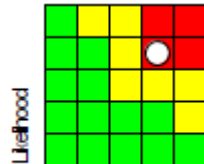
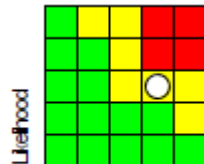
Risk Title	Changes relating to new Government - financial and ability to deliver services	Uncontrolled Risk Score		9
Risks Category	Financial/Political/Professional	Current Controlled Risk Score		16
Internal Controls	To monitor at a Corporate level - the pace of change; breadth of change Planning Change; Devolution; Fair Funding and Business Rates Review; Changes to Statutory bodies; Changes to Approach eg Food Waste	Latest Note	This risk rating has been increased. Heading changed to add on - financial and ability to deliver services. Existing resources may be stretched or key staff are demotivated due to uncertainty of future.	
		Latest Note Date	28 Jan 2025	

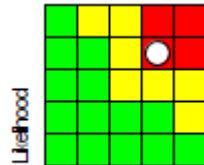
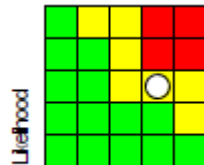
Risk Title	Failure to recruit and retain the right people for the right jobs	Uncontrolled Risk Score		16
Risks Category	Professional	Current Controlled Risk Score		12
Internal Controls	<ul style="list-style-type: none"> • Learning and development provision, including skills and training needs analysis • Supporting Employee Performance policies and practices • Workforce planning including succession planning and use of market supplements where applicable. 	Latest Note	No change to risk rating.	
		Latest Note Date	22 Jan 2025	

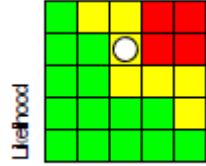
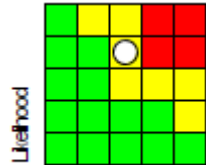
Risk Title	Closure, downsizing of premises or relocation of a major district employer which may cause significant unemployment, retraining requirements and a potential loss of Business Rates	Uncontrolled Risk Score		16
Risks Category	Financial	Current Controlled Risk Score		12
Internal Controls	<ul style="list-style-type: none"> • Review the Council's Economic Development Strategy and resources • Develop the work and skills capacity • Engage regularly with businesses to understand requirements • Work with authorities, landowners, developers & agents • Work with LLEP to secure funding for business development initiatives & schemes 	Latest Note	No change to risk rating.	
		Latest Note Date	22 Jan 2025	

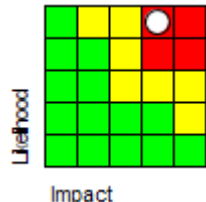
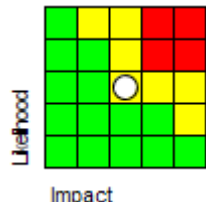
Risk Title	Structural, legislative and budgetary changes in other Public Sector organisations (e.g. DWP, Health, Police, Leicestershire CC) impacting on our financial position & delivery of service.	Uncontrolled Risk Score		16
Risks Category	Financial / Social	Current Controlled Risk Score		12
Internal Controls	<ul style="list-style-type: none"> • Maintain awareness & respond to implications of emerging changes in public sector delivery organisations 	Latest Note	No change to this risk rating. Title changed adding on impacting on our financial position & delivery of service. Leicestershire County Council have an invoice outstanding for 6 months in relation to Lightbulb.	
		Latest Note Date	22 Jan 2025	

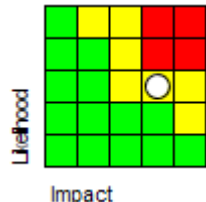
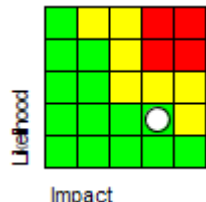
Risk Title	The Council's ambition to meet the 2030 net zero carbon reduction target has a detrimental impact on our financial position..	Uncontrolled Risk Score		12
Risks Category	Environmental / Financial / Reputational	Current Controlled Risk Score		12
Internal Controls	<ul style="list-style-type: none"> • Carbon reduction action plan in place. • Dedicated officer working on "green" initiatives.. • Cross service working group in place to maintain high profile and awareness. • Fleet replacement strategy under review. 	Latest Note	No change to risk rating.	
		Latest Note Date	22 Jan 2025	

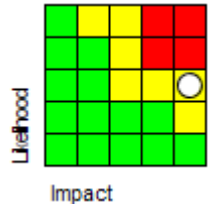
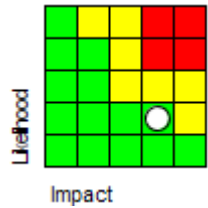
Risk Title	Officer and Member emotional wellbeing is impacted by ongoing service demand and financial pressures	Uncontrolled Risk Score		16
Risks Category	Physical	Current Controlled Risk Score		12
Internal Controls	<ul style="list-style-type: none"> • Policies and procedures being revised and reviewed together with guidance documents for staff and managers • Employee helpline in place • Continuous review with teams and individuals • Being flexible with working policies. • Member Induction Programme. • Improvement in signposting. • Wellness action plans in place. 	Latest Note	No change to risk rating.	
		Latest Note Date	22 Jan 2025	

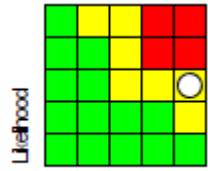
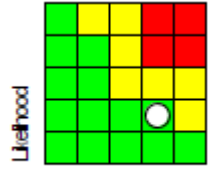
Risk Title	The Council is unable to deliver a new Local Plan	Uncontrolled Risk Score		16
Risks Category	Reputational	Current Controlled Risk Score		12
Internal Controls	<ul style="list-style-type: none"> • identify additional sites for residential development • release appropriate sites for residential development through the development management process • progress the local plan in accordance with the Local Development Scheme • member training plan in place • resource in place to ensure delivery 	Latest Note	The production of the Local Plan continues to be challenging with external factors affecting the Council's ability to finalise the draft plan in readiness for Reg 19 consultation in July 2025. Risks include the lack of a completed Joint Transport Evidence, which the County Council are preparing, and the outstanding decision from the Secretary of State regarding the Hinckley Rail Freight. To seek solutions to mitigate these risks, external advice is being sought.	
		Latest Note Date	27 Jan 2025	

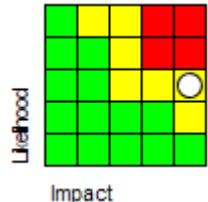
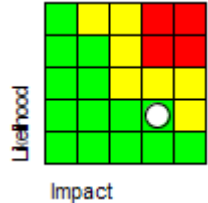
Risk Title	Business as Usual is negatively impacted due to the focus on Devolution	Uncontrolled Risk Score		12
Risks Category	Political / Professional / Reputational	Current Controlled Risk Score		12
Internal Controls	Staff are being kept informed and engaged. A £50,000 budget has been established for supporting the proposal stage.	Latest Note		
		Latest Note Date		

Risk Title	Cost of living crisis leading to increased demand for services.	Uncontrolled Risk Score		20
Risks Category	Financial / Social	Current Controlled Risk Score		9
Internal Controls	<ul style="list-style-type: none"> • CAB service * Earmarked reserve in place to support cases of serious hardship. • Communication with food banks to be able to provide support • Supporting residents in times of crisis • Grant funding available from government as part of Energy Bill Support Scheme (additional funding and alternative fuels) 	Latest Note	No change to risk rating. There has been an increase in demand due to the recent flooding in the District.	
		Latest Note Date	22 Jan 2025	

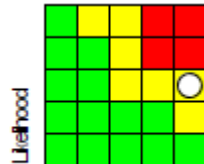
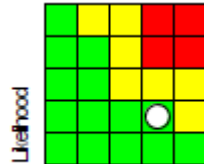
Risk Title	Blaby District Plan is not deliverable within available resources. If we do not deliver the corporate objectives the quality of life of residents and those who work in the district will not be improved.	Uncontrolled Risk Score		12
Risks Category	Political	Current Controlled Risk Score		8
Internal Controls	<ul style="list-style-type: none"> • All service plans aligned to Blaby District Plan objectives • Be clear about expected outcomes • Monitor delivery of Blaby District Plan • Review Blaby District Plan priorities regularly 	Latest Note	No change to risk rating.	
		Latest Note Date	22 Jan 2025	

Risk Title	Failure to have effective safeguarding arrangements and a plan in place to safeguard children and vulnerable adults may place people in danger	Uncontrolled Risk Score		15
Risks Category	Competitive / Reputational / Social	Current Controlled Risk Score		8
Internal Controls	<ul style="list-style-type: none"> • Active Member of District DSO Group • Continuous training of designated officers, review of policies • Ensuring enough trained officers are available • Policies in place and effectively communicated to staff 	Latest Note	No change to risk rating. Audit to enhance the process following the recent flooding in January 2025. A review is to be undertaken to ensure adults & children are effectively safeguarded.	
		Latest Note Date	22 Jan 2025	

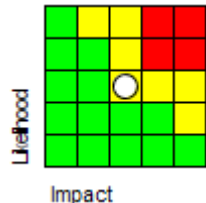
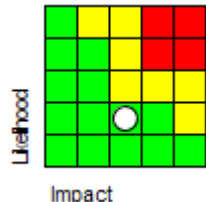
Risk Title	Failure to ensure adherence to internal control arrangements would leave the council open to fraud, affecting reputation and breaches of the council's procedures, policies and legal responsibilities.	Uncontrolled Risk Score		15
Risks Category	Fraud / Legal	Current Controlled Risk Score		8
Internal Controls	<ul style="list-style-type: none"> • Anti Fraud & Corruption/Benefit Fraud policies reviewed & adopted. Staff/Member training • Employees adhere to governance procedures • Ensure we do not employ staff with false records • Use of NAFN bulletins to maintain awareness of latest threats • Policies and procedures ensure segregation of duties 	Latest Note	No change to risk rating.	
		Latest Note Date	22 Jan 2025	

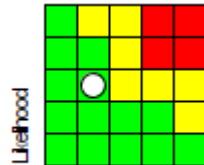
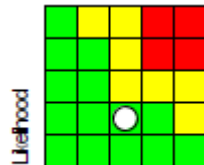
Risk Title	Lack of effective Emergency Planning and Business Continuity arrangements	Uncontrolled Risk Score		15
Risks Category	Professional	Current Controlled Risk Score		8
Internal Controls	<ul style="list-style-type: none"> • All key EP & BC documents on Resilience Direct • Internal EP & BC working group meeting • Periodic training with SLT & key officers of plans • Out of hours Emergency Contact Centre Contract (First Call) • Partnership with the Leicestershire Resilience Forum • Senior Leadership Team On Call Rota 	Latest Note	The recent flooding across Leicestershire and Blaby District resulted in the Council's emergency plans being initiated. Although there are some areas for improvement, overall Blaby's response was well coordinated. However several issues were identified with the regional coordination, specifically communication between partners, which are being addressed directly.	
		Latest Note Date	27 Jan 2025	

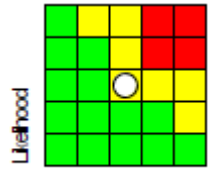
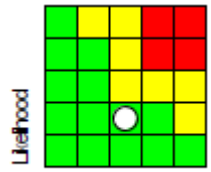
Risk Title	Failure to identify, record, monitor and report health and safety risks.	Uncontrolled Risk Score		16
Risks Category	Physical	Current Controlled Risk Score		8
Internal Controls	<ul style="list-style-type: none"> • Effective Health & Safety Committee • Effective Health & Safety procedures • Service blueprints 	Latest Note	No change to risk rating.	
		Latest Note Date	22 Jan 2025	

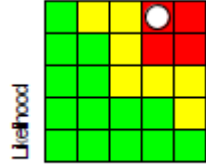
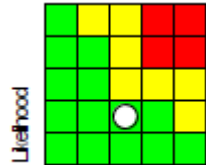
Risk Title	Huncote Leisure Centre and surrounding site - risk of elevated levels of methane from landfill site.	Uncontrolled Risk Score		15
Risks Category	Financial / Reputational / Health & Safety	Current Controlled Risk Score		8
Internal Controls	<ul style="list-style-type: none"> • Additional monitoring and venting wells installed. • Regular communication with partners on site. • Trenches installed around perimeter of building, including a pump and pipework to drain water away to land at rear of site. • A further active ventilation stack to be installed to draw gas away from building. 	Latest Note	The controls in place are making it manageable.	
		Latest Note Date	22 Jan 2025	

Risk Title	Partners lose confidence in the Leicestershire Building Control Partnership delivery model.	Uncontrolled Risk Score		20
Risks Category	Contractual / Financial / Partnership / Political / Reputational	Current Controlled Risk Score		8
Internal Controls		Latest Note	No change to risk rating.	
		Latest Note Date	22 Jan 2025	

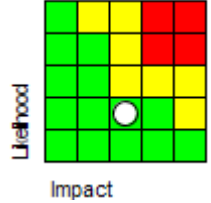
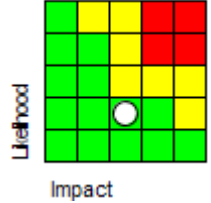
Risk Title	Engagement of elected members negatively impacting on decision making process	Uncontrolled Risk Score		9
Risks Category	Political	Current Controlled Risk Score		6
Internal Controls	<ul style="list-style-type: none"> • Cabinet & Leader awareness and development • Code of conduct • Member development strategy/ supporting roles & responsibilities • Recruitment/member succession • Audit & Corporate Governance Committee • Training/Cabinet development • Induction Programme for new members • New, cross-party Whips Group in place. 	Latest Note	No change to risk rating.	
		Latest Note Date	22 Jan 2025	

Risk Title	Failure to comply with legislation, resulting in us not meeting our statutory obligations The organisation promotes and demonstrates the principles and values of good governance	Uncontrolled Risk Score		6
Risks Category	Legal	Current Controlled Risk Score		6
Internal Controls	<ul style="list-style-type: none"> • Constitution regularly reviewed and kept up to date • Annual Governance Statement • Independent Member Committees • Skilled workforce • Training/CPD 	Latest Note	No change to risk rating.	
		Latest Note Date	22 Jan 2025	

Risk Title	Contracts may fail to deliver intended outcomes if not managed effectively, and improvements/efficiencies may not be delivered.	Uncontrolled Risk Score		9
Risks Category	Contractual / Partnership	Current Controlled Risk Score		6
Internal Controls	<ul style="list-style-type: none"> • Ensure that effective contract management arrangements are put in place as part of procurement process. • Manage SLM Contract through quarterly governance meetings. • Awareness and contract management training delivered to staff involved with procurement. • Development of working relationship with Welland Procurement. 	Latest Note	No change to risk rating. More training is being provided by the Welland Procurement Unit.	
		Latest Note Date	22 Jan 2025	

Risk Title	Impact of Industrial Action on Services & Residents	Uncontrolled Risk Score		20
Risks Category	Environmental / Financial / Reputational	Current Controlled Risk Score		6
Internal Controls	Alternative workforce where possible; mental health support in place; arbitration measures; regular communication to staff, members, and residents; SLT presence at depot.	Latest Note	Control measures are in place.	
		Latest Note Date	22 Jan 2025	

Risk Title	Delivery of the Hospital Enablement Team Model Becomes Unsustainable	Uncontrolled Risk Score		9
Risks Category	Contractual / Financial / Partnership / Political / Reputational	Current Controlled Risk Score		6
Internal Controls	Regular board meetings in place; recognition of partners' financial position; regular budget monitoring; 100% external funding in place.	Latest Note	No change to risk rating.	
		Latest Note Date	22 Jan 2025	

Risk Title	Contractual Obligations	Uncontrolled Risk Score		6
Risks Category	Contractual	Current Controlled Risk Score		6
Internal Controls		Latest Note	The leisure contract with SLM continues to perform well. SLM are exploring further improvements to both Enderby and Huncote and seeking ways to grow membership. Regular contract meetings between BDC and SLM are productive and ensure obligations are being met.	
		Latest Note Date	27 Jan 2025	

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Exempt

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