

## City of York Council Risk Management Paragraph for Committee Reports

1. New risks can arise as a result of a recommendation and existing risks can also be present and may form part of the reason for taking a committee report to members.
2. **Risk Management requirements**  
All committee reports must include the following information: -
  - a. An overview of the risk/s, this can be in your own words or copied from the Council's risk register, and how they will be managed. This can be included in the main text of the report or the Risk Management section.
  - b. One of the standard paragraphs as provided in this guidance document (highlighted in grey) to be included in the Risk Management section.
  - c. If any of the risk scores are rated as high an excerpt from the Council's risk register is also required as an Annex.
3. **Risk Management considerations**  
The report author needs to consider: -
  - a. Information on existing risks in relation to the recommendation, refer to paragraph 4.
  - b. Information on new risks as a result of the recommendation being accepted, refer to paragraph 5.
  - c. If no risks exist or could emerge as a result of the recommendation, refer to paragraph 6.
4. **Existing risks:** - those the council is already exposed to
  - a. **Provide information explaining the identified risk/s.**  
This should include the **cause** (how it could happen) the **event** (what could happen - risk) and the **consequence** (impact on the council).
  - b. **Explain how the recommendation will either prevent or mitigate the risk/s.**  
Prevention addresses the cause – reducing the likelihood and mitigation reduces the consequence – reducing the impact.
  - c. **These risks should already be documented within the Council's risk register if this is not the case then they must be added.** Contact [Claire Rogers](#) Ext 1156 to do this.

- d. **Ensure the risk scores in the risk register are up-to-date and use the net score to determine which of the following standard paragraphs to use. See [Risk Rating Matrix](#) and [Risk Criteria](#).**
- e. **If the net risk rating is below 16: -**
- “The risk/s associated with the recommendation of this report are recorded in the Council’s risk register and are assessed at a net level below 16.”
- f. **If the net risk rating is 16 or above: -**
- “The risk/s associated with the recommendation of this report are recorded in the council’s risk register and are assessed at a net level of 16 or above. Therefore, full details of the risk/s can be found at Annex X.

*Attach a copy of the ‘Committee Report Annex’ report produced from Magique, refer to paragraph 30 of the Magique User Manual available on the [Risk Management Webpage](#).*

5. **Potential risks: -** those the council could become exposed to
- a. **Provide information explaining the potential risk/s.**  
This should include the **cause** (how it could happen) the **event** (what could happen – risk) and the **consequence** (impact on the council).
- b. **Establish the gross risk score.**  
This is the inherent risk impact and likelihood, see [Risk Rating Matrix](#) and [Risk Criteria](#).
- c. **If the gross score is below 16**  
Include the following standard paragraph: -
- “The risk/s associated with the recommendation of this report are assessed at a net level below 16.”
- d. **If the gross score is 16 or above**  
The following steps must be completed.
- e. **Provide additional information of the action to be taken to prevent and/or mitigate the risk/s.**  
This should include an explanation of how the risk will be managed if the recommendation is accepted.
- f. **Provide a target risk score.**  
The target risk score demonstrates how the potential risk will be managed to an acceptable level if the recommendation is implemented, see [Risk Rating Matrix](#) and [Risk Criteria](#).

Include the following standard paragraph: -

“The risk/s associated with the recommendation of this report are assessed at a net level of 16 or above. Therefore, should the recommendation be accepted full details of the risk/s will be recorded in the Council’s risk register.

g. **Documentation within Magique is only necessary for those risks associated with the decision made.**

Once a decision is taken, and before its implementation, it is necessary to document the risk/s in the Council’s risk register. Contact [Claire Rogers](#) Ext 1156 to do this.

6. **No risks exist or could emerge.**

This option should only be chosen if you are confident that there are no risks members should consider in relation to the recommendation in your report. An example of this is a report issued for information only.

a. **Confirm there are no existing or potential risks or include the following standard paragraph: -**

“There are no identified existing or potential risks associated with this report.”

If you have any queries concerning the use of this guidance please contact Claire Rogers the Council’s Risk Manager Officer on Ext 1156.

## Risk Rating Matrix

Table 1

<b>Impact</b>					
Catastrophic	17	22	23	24	25
Major	12	18	19	20	21
Moderate	6	13	14	15	16
Minor	2	8	9	10	11
Insignificant	1	3	4	5	7
	Remote	Unlikely	Possible	Probable	Highly Probable
					<b>Likelihood</b>

## Risk Evaluation Table

Table 2

Colour	Score	Assessment	Required Action
	1 – 5	<b>Very Low</b> (tolerate)	Periodic passive monitoring
	6 – 10	<b>Low</b> (tolerate)	Regular monitoring
	11 – 15	<b>Medium</b> (tolerate)	Frequent regular monitoring
	16 – 20	<b>High</b> (treat)	Constant active monitoring, action plan and measures to be put in place to reduce exposure
	21 – 25	<b>Critical</b> (treat)	Requires immediate action

### Risk Assessment Criteria for Impact

	Financial Impact	Compliance & Regulation Impact	Local Community & Target Customer Base	 Authority Reputation	Health & Safety
<b>Catastrophic</b>	> 25% of budget	Action in national court. Imprisonment of employees	>25% affected	National media coverage	Multiple deaths
<b>Major</b>	10-25% of budget	Action in national court. Major fine	Larger group affected (10-25%) or smaller group for more than 6 months	National media coverage	Single death/ multiple serious injury
<b>Moderate</b>	5-10% of budget	Action in local court. Substantive fine	Larger percentage affected (5-10%) or small % for 3-6 months	Local media coverage	Serious injury
<b>Minor</b>	2-5% of budget	Local restrictions or minor fine	Limited to a small percentage (<5%) and for a short duration (< 3 months)	Little or no media coverage	Single serious injury
<b>Insignificant</b>	>2% of budget	Notification of non-compliance but no further action	Little impact outside the Council itself	Little impact outside the Council itself	Minor injuries

### Risk Assessment Criteria for Likelihood

<b>Highly Probable</b>	<b>More likely to occur or will occur more often</b>
<b>Probable</b>	
<b>Possible</b>	
<b>Unlikely</b>	
<b>Remote</b>	