

Risk Register

Appendix B

Risk			Assessment			
No.	Risk Area & Lead Officer(s)	Risk Description	Likelihood	Impact	Risk Rating	Traffic Light
1	<p>RISK</p> <p>Lead Officer – Chris Henry</p> <p>Central Government decides not to proceed with the localisation of Council Tax Support</p>	<p>Central Government decides not to proceed with the localisation of Council Tax Support and retains the current Council Tax Benefit scheme Lobbying from local government and welfare organisations has stressed the difficulties with introducing a new scheme within the timescale</p>	2	1	2.	Green
2	<p>RISK</p> <p>Lead Officer –Chris Henry</p> <p>CLG guidance and legislation delayed</p>	<p>Local Government have not been given an absolute free hand in designing a new scheme. If CLG guidance and legislation is delayed it could make it impossible to roll out a scheme within the timeframe</p>	3	3	9	Amber
3	<p>RISK</p> <p>Lead Officer –Chris Henry</p> <p>Slippage in timetable</p>	<p>Slippage in LCTS project timetable; the timetable for the introduction of the new Local Council Tax Support scheme is very challenging, requiring a new scheme to be finalised by Jan 2013</p>	3	2	6	Amber
4	<p>RISK</p> <p>Lead Officer –Chris Henry</p> <p>Options not agreed by management/members</p>	<p>Options not agreed by management/ members; following the public consultation, the council will need to confirm that they are happy to proceed with implementing a scheme as selected through the consultation process</p>	1	2	2	Green

Risk			Assessment			
No.	Risk Area & Lead Officer(s)	Risk Description	Likelihood	Impact	Risk Rating	Traffic Light
5	RISK Lead Officer –Chris Henry Poor response to consultation	A low response will undermine the legitimacy of the final decision and may encourage challenge	1	2	2	Green
6	RISK Lead Officer –Chris Henry Controlling implementation costs	Some funding has/will be made available by central government to cover implementation costs but may not be sufficient to cover all implementation costs	2	2	4	Amber
7	RISK Lead Officer –Chris Henry Scheme guidance/policy not ready for roll-out	The Council Tax Support scheme will require a new policy document and an extensive guidance manual be drafted. Extensive rewriting of the Support scheme policy and guidance will certainly need to be checked and signed off by legal services to prevent challenge from claimants and user groups. This considerably increases costs	2	2	4	Amber
8	RISK Lead Officer –Chris Henry Software changes not ready	Academy, the software providers for the council, have been reticent about what changes they are able to support without increasing costs. If the new Council Tax Support scheme differs significantly from the current scheme it will require a considerable rewriting of current software	3	3	9	Amber

Risk			Assessment			
No.	Risk Area & Lead Officer(s)	Risk Description	Likelihood	Impact	Risk Rating	Traffic Light
9	RISK Lead Officer –Chris Henry Managing the new administrative burdens	Managing the new administrative burdens arising from the introduction of a new local Council Tax Support scheme; As well as developing new performance management measures, new appeal/review procedures need to be developed. Additionally, new signage, forms and letter packs will need to be put in place	3	3	9	Amber
10	RISK Lead Officer –Chris Henry Introduction of a Local Council Tax Support scheme will have a potential impact on collection rates	Charging customers previously fully rebated and increased burdens on other groups will affect collection rates. Additionally, Customers claiming CTS who move between boroughs may become confused by the differing rules and council tax collection	3	4	12	Red
11	RISK Lead Officer –Chris Henry Savings anticipated undermined by an increased CTS caseload	Savings designed to come from the new Local Council Tax Support scheme could be undermined by an increased CTS caseload.	2	3	6	Amber
12	RISK Lead Officer –Chris Henry Increased opportunities for fraud	Development of a Local Council tax support scheme leads to an increased potential for fraud. New procedures may allow for new loopholes. Guidance and legislation confirming arrangements to allow local authorities and the DWP to share data are yet to be published.	2	2	4	Amber

Risk			Assessment			
No.	Risk Area & Lead Officer(s)	Risk Description	Likelihood	Impact	Risk Rating	Traffic Light
13	RISK Lead Officer –Chris Henry Significant changes to caseload profile	Significant changes to caseload profile could affect the Local Council Tax Support scheme increasing costs and reducing effectiveness. Economic factors (including changes to LHA) and the design of local schemes may have an impact on the caseload profile, with mobile sectors of the community moving to areas where more support is available	1	4	4	Amber
14	RISK Lead Officer –Chris Henry The impact of wider reform agenda	The impact of wider reform agenda undermines the policy intentions and costs profiling of the Local Council Tax Support scheme. The added impact of other reforms may introduce pressures on other sections of the community not anticipated when the policy was drawn up	3	3	9	Amber
15	RISK Lead Officer –Chris Henry Increased life expectancy for protected pensioners	The local Council Tax Support scheme must protect pensioners from any reduction of their current Council Tax Benefit entitlement. As people are living for longer more people could be entitled to protection with a higher cost to the Council.	3	2	6	Amber
16	RISK Lead Officer –Chris Henry Reduced or no access to DWP data as Welfare Reform changes are introduced.	Currently Benefits are able to confirm information via the DWP's Customer Information System. This reduces the amount of information that has to be collected directly from claimants which improves processing times and reduces opportunities for fraud.	2	2	4	Amber

Risk			Assessment			
No.	Risk Area & Lead Officer(s)	Risk Description	Likelihood	Impact	Risk Rating	Traffic Light
		Guidance and legislation confirming arrangements to allow local authorities and the DWP to share data once these changes take effect are yet to be published.				