

Risk Factors 2018/19

Issue	£ Scale	Likelihood 1 (low) - 5 (high)	Impact 1 (low) - 5 (high)	Total Score	Potential Annual Impact and Sensitivity Analysis	Risk Areas	Controls and Actions in place	Cash impact of 1% change in budgeted expenditure or income
Pay Costs	£14m total costs	3	4	12	1% pay increase = £143k. Budget assumptions: 2% pay award in all years.	Largest single item of cost. Complex drivers across the organisation. Staff recruitment and retention.	Employers' side final offer for 2018/19 and 2019/20 included in budget but it has not yet been accepted by the unions. Strict monitoring of both financials and staff numbers. New salary bands introduced from 1 April 2012 which reduced the costs of annual increments. Formal sickness & overtime monitoring. Separate control on agency staff. Part of National Agreement.	£143k
Pensions Funding	£22m deficit	1	3	3	1% change in employers contribs = £100k.	Deficit on County Fund. Future actuarial results. Government review.	£100k included in 10- year budget in 2020/21 to contribute towards any additional pensions costs when the next valuation takes place	£100k

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Major Service Income areas					See below by income type	Income subject to local economic conditions. Some very large single-source income targets (see below).	Strict monitoring, with trend analysis.	
- Land Charges	£0.2m	4	1	4	10% reduction would be £20k.	Volatile activity levels in the housing market. Potential for changes in Land Charges following the Infrastructure Act. Budgeted income not being achieved.	A growth SCIA is included in the budget process to reduce budgeted income levels by £50k.	£2k
- Development Management	£0.8m	3	3	9	10% reduction would be £80k.	Volatile activity levels in the housing market and general economic conditions. Fluctuations in income with major	Current year income is above target. Continue to monitor.	£8k

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						applications		
- Building Control	£0.4m	3	3	9	10% reduction would be £40k	Volatile activity levels in the housing market and general economic conditions. Competition from commercial organisations	Current year income is above target. Continue to monitor.	£4k
- Car Parks	£2.3m	1	4	4	10% reduction would be £230k	General economic conditions; central government directives	Current year income is above target mainly due to the re-opening of Bradbourne Car Park and additional spaces behind M&Co in Sevenoaks. Continue to monitor.	£23k
- On-Street Parking	£0.9m	1	3	3	10% reduction would be £90k	General economic conditions. Legislative constraints on spending surpluses. Reverts to KCC control	Current year is above target. Continue to monitor and review.	£9k
Partnership working and	£0.6m	3	2	6	Impact on individual	Partner actions delayed.	Separate accounting arrangements.	£6k

Appendix J

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partner contributions					projects is high. (As reported to Legal and Democratic AC on 19/06/17, we save £642k pa by working in Partnerships)	Agreed funding not received by SDC. Partnerships ending.	Active liaison with partners on service arrangements Written partnership agreements.	
External Funding Awards including Leader project	£0.4m	3	2	6	Up to £450k Impact on individual projects is high	Time limited. Potential risk from uncertainty over replacement of project funds from UK government and other funding providers	Exit strategies in place.	£4.5k
Changes in service demand		3	3	9	Impacts will vary depending on service.		Service planning in place Continue to lobby Government where changes are due to new Gov't requirements.	
Interest Rates	£0.130m 18/19 budget	3	3	9	£130k per 0.5%.	Large cash variance from small rate changes.	Use of professional advisers. If internal borrowing is used for capital	£1.3k

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						Reducing availability of suitable counter parties	investment projects in 2018/19 there will be less cash earning bank interest. Realistic budget proposed for 2018/19	
Investments	£47m balance at Dec 2017	1	5	5		Financial institutions going into administration.	Investment strategy regularly reviewed by FAC. Use of professional advisers.	n/a
Asset base maintenance	£0.6m	2	2	4	Annual budget is based on historic expenditure.	Unexpected problems occurring with financial implications. Reducing budget levels. Ageing assets particularly for leisure	A growth SCIA is included in the budget process to increase budgeted expenditure by £50k. Reserve funds set aside. Policy of reducing asset liabilities wherever possible.	n/a

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Capital Investment resources (Capital receipts, Capital Financing Reserve, Financial Plan Reserve, Internal Borrowing, External Borrowing)	Capital Receipts £0.1m, Capital Financing reserve £0.4m. (balances at March 2017).	2	2	4	Risks taken into account in the Capital Programme report.	Capital receipt levels modest.	External funding sought wherever possible. Capital Investment priorities in place. Property Review being pursued to secure asset sales. External Borrowing approved as an option for future investments	n/a
Property Investment Strategy	£17.8m invested at January 2018 £0.5m rental income in 17/18	3	3	9		Market value of property may reduce below price at acquisition	External property investment advisors retained for each acquisition; due diligence undertaken pre-purchase. Purchases only made within strategy, which is kept under review.	£5k

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Rental Income from Investment Property (non- Property Investment Strategy)	£0.1m in 2018/19 budget	1	2	4	Dependant on financial strength of tenants + good management to reduce impact of void periods.	Property tenants unable to pay rents/length of void premises/ability to source new tenants	Due diligence prior to letting to new tenants; tight control on rent payments	£1k
Disposal of surplus assets	£5.6m forecast in 18/19/17)	2	4	8	Risks taken into account in the Capital Programme and Asset Maintenance report.	Planning conflict. Resources required to bring sites forward.	Land Owner/Planning protocols in place. In-house property team. Planned Property Review disposal programme.	n/a
Government Support: Revenue Support Grant	£0 in 2017/18 revenue budget				n/a	n/a	Excluded grant from budget from 16/17 onwards so SDC became self-sufficient from govt. funding; Adequate level of General Reserve held.	n/a

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Government Support: Retained Business Rates	£2m in 2017/18	5	4	20	£20k per 1% change	Government changing baseline and therefore safety net levels. Time delays in decisions on appeals. High volume of successful valuation appeals. Central government intends to introduce business rate retention by 20/21.	10-year budget strategy gives ability to gradually adjust for changes. Adequate level of General Reserve held. Successful Business Rates Retention pilot bid for 18/19.	£20k
Council tax Referendum limits	£10m Council Tax income in 17/18	4	3	12	£100k per 1% Government controls on changes in council tax rates	Council tax increases limited to 3% in 18/19.	Draft 10-year budget includes council tax increase assumptions for future years.	£100k

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Future Service Changes by Government		4	4	16		Additional services without consequent resources, e.g. previous examples of Maint. of trees on common land. Government directives on income charging e.g. Personal searches. Potential changes on health responsibilities.	Monitor proposals. Respond to consultations with local view.	
Fuel cost increases for Direct Services	£0.5m	5	2	10	10% increase would be £50k	Changes in global oil prices.	Continue to monitor fuel usage and efficiency. Vehicle replacement programme.	£5k
Changes to Audit Arrangement s		1	2	2		Abolition of Audit Commission in March 2015. New contract with effect from 2018/19.	Grant Thornton have been re-appointed by Public Sector Audit Appointments Ltd as the external auditors of SDC.	