Appendix 3

Fraud Risk Register

Generated on: 19 May 2015

Risk Code	RR RDIAFC01	Risk Title	Staffing (internal)	Current Risk Status	
Description of Risk				Assigned To	
Gross Risk Matrix ව හ රු මංss Risk Score				Current Risk Matrix	Cifetilhood (1) (1) (1) (2) (1) (2) (1) (1) (2) (1) (2) (1) (1) (2) (1) (2) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1
				Current Risk Score	
Gross Severity				Current Severity	
Gross Likelihood				Current Likelihood	
Gross Risk Review Date				Last Risk Review Date	
Consequences					
Vulnerabilities/causes					
Risk Notes					



Risk Code	RR RDIAFC01.1	Risk Title	Credit Income	Current Risk Status	S
Description of Risk	suppression of any notification improper write-off failing to institute recover switching/transferring arrow		Assigned To		
Gross Risk Matrix	Likelihood Severity			Current Risk Matrix	Likelihood Severity
Gross Risk Score	4	reconciliations		Current Risk Score	2
Gross Severity	2	budgetary controls internal audit		Current Severity	2
Gross Likelihood	2	write off policy		Current Likelihood	1
ට ගුංss Risk Review ආte රා		authorisation levels audit trail debt recovery procedures supervisory controls review of credit balances ar	nd suspense items	Last Risk Review Date	30-Apr-2015
တ တြာsequences					-
Vulnerabilities/causes					
Risk Notes					

Risk Code	RR RDIAFC01.2	Risk Title	Treasury management	Current Risk Status	
Description of Risk	falsifying records to gain a	access to loan or investment	monies	Assigned To	
Gross Risk Matrix	Citien Severity	Risk Treatment Measures Implemented		Current Risk Matrix	Likelihood Severity
Gross Risk Score	12	management controls	management controls		6
Gross Severity	4	segregation of duties internal audit		Current Severity	3
Gross Likelihood	3	authorised signatories		Current Likelihood	2
Gross Risk Review Date			budgetary controls preferred/approved borrowers audit trail		19-May-2015
Consequences		-			
o Ginerabilities/causes					
Rsk Notes					
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Risk Code	RR RDIAFC01.3	Risk Title	Benefits fraud - internal	Current Risk Status	
Description of Risk	Fraudulent claim by memb	ber of staff		Assigned To	
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measures Implemented		Current Risk Matrix	Likelihood Severity
Gross Risk Score	9	recruitment checks		Current Risk Score	6
Gross Severity	3	data matching		Current Severity	3
Gross Likelihood	3	supervisory checks system controls		Current Likelihood	2
Gross Risk Review Date		audit trails internal audit		Last Risk Review Date	19-May-2015
Consequences					
Quantum Sector Causes					
R sk Notes					
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Risk Code	RR RDIAFC01.4	Risk Title	Cash theft	Current Risk Status	I	
Description of Risk	theft of takings disguised I	by manipulation of accounts	•	Assigned To		
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measures Implemented C		Current Risk Matrix	Likelihood Severity	
Gross Risk Score	4	reconciliations	reconciliations		2	
Gross Severity	2	supervisory checks policies and procedures		Current Severity	2	
Gross Likelihood	2	financial regulations and gu	idance	Current Likelihood	1	
Gross Risk Review Date		egregation of duties pudgetary controls		Last Risk Review Date	19-May-2015	
Dinsequences						
Volnerabilities/causes						
Ridk Notes						

Risk Code	RR RDIAFC01.5	Risk Title	Cash theft	Current Risk Status	I
Description of Risk	theft of cash without disg	uise	-	Assigned To	
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measure	s Implemented	Current Risk Matrix	C Itkelihood Severity
Gross Risk Score	4	reconciliations		Current Risk Score	1
Gross Severity	2	supervisory checks policies and procedures		Current Severity	1
Gross Likelihood	2	financial regulations		Current Likelihood	1
Gross Risk Review Date O		segregation of duties budgetary controls internal audit		Last Risk Review Date	19-May-2015
Consequences	Reputational damage Financial implications				
Vulnerabilities/causes					
Risk Notes					

Risk Code	RR RDIAFC01.6	Risk Title	Payroll	Current Risk Status	I
Description of Risk	payment to non existent e	mployees		Assigned To	
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measures Implemented		Current Risk Matrix	Severity
Gross Risk Score	2	management checks		Current Risk Score	3
Gross Severity	2	establishment list		Current Severity	3
Gross Likelihood	1	budget monitoring segregation of duties		Current Likelihood	1
Gross Risk Review Date		data matching authorisation process	data matching		19-May-2015
Consequences					
Vunerabilities/causes					
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Risk Code	RR RDIAFC01.7	Risk Title	Payroll	Current Risk Status	I
Description of Risk	over claiming hours worke	d		Assigned To	
Gross Risk Matrix	Likelihood Severity	lisk Treatment Measures Implemented		Current Risk Matrix	Likelihood Severity
Gross Risk Score	6			Current Risk Score	2
Gross Severity	2	management checks		Current Severity	1
Gross Likelihood	3	budget monitoring authorisation process		Current Likelihood	2
Gross Risk Review Date		time records		Last Risk Review Date	19-May-2015
Consequences					
Anerabilities/causes					
Risk Notes					

Risk Code	RR RDIAFC01.8	Risk Title	Payroll	Current Risk Status	I	
Description of Risk	manipulation of standing c	lata		Assigned To		
Gross Risk Matrix	Citienity Severity	Risk Treatment Measures Implemented		Current Risk Matrix	Citkelihood Severity	
Gross Risk Score	6			Current Risk Score	2	
Gross Severity	3	system access controls system administrator		Current Severity	2	
Gross Likelihood	2	segregation of duties		Current Likelihood	1	
Gross Risk Review Date		internal audit	nanagement controls		19-May-2015	
Consequences						
Vunerabilities/causes						
0 Cosk Notes O						
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Risk Code	RR RDIAFC01.9	Risk Title	Assets	Current Risk Status	S
Description of Risk	Theft of current assets			Assigned To	
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measures Implemented		Current Risk Matrix	Likelihood Severity
Gross Risk Score	6			Current Risk Score	4
Gross Severity	2	stock checks		Current Severity	2
Gross Likelihood	3	restricted access segregation of duties		Current Likelihood	2
Gross Risk Review Date		inventories		Last Risk Review Date	19-May-2015
Consequences					
Wilnerabilities/causes					
Risk Notes					

Risk Code	RR RDIAFC01.10	Risk Title	Assets	Current Risk Status	I
Description of Risk	Theft of fixed assets			Assigned To	
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measures Implemented		Current Risk Matrix	Likelihood Severity
Gross Risk Score	9			Current Risk Score	4
Gross Severity	3	restricted access		Current Severity	2
Gross Likelihood	3	asset tagging inventories		Current Likelihood	2
Gross Risk Review Date		staff awareness		Last Risk Review Date	30-Apr-2015
Consequences					
Vunerabilities/causes					
Citisk Notes					
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Risk Code	RR RDIAFC01.11	Risk Title	Assets	Current Risk Status	
Description of Risk	Theft of Council informa	ation/intellectual property		Assigned To	
Gross Risk Matrix	Cikelihood Severity	Risk Treatment Measure	Risk Treatment Measures Implemented		Tikelihood Severity
Gross Risk Score	12	encryption	encryption		8
Gross Severity	4	staff awareness passwords		Current Severity	4
Gross Likelihood	3	access controls		Current Likelihood	2
Gross Risk Review Date		restricted access to building security policy ISO27001	restricted access to building security policy		30-Apr-2015
Consequences				•	
G Inerabilities/causes					
Risk Notes					
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Risk Code	RR RDIAFC01.12	Risk Title	Assets	Current Risk Status		
Description of Risk	Inappropriate use of Coun	cil assets for private use		Assigned To		
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measures Implemented		Current Risk Matrix	Likelihood Severity	
Gross Risk Score	8	register of interests		Current Risk Score	6	
Gross Severity	2	financial guidance		Current Severity	2	
Gross Likelihood	4	management controls induction process		Current Likelihood	3	
Gross Risk Review Date		security policy user reports eg internet, tel	ephone	Last Risk Review Date	19-May-2015	
Consequences						
vunerabilities/causes						
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Risk Code	RR RDIAFC01.13	Risk Title	Petty cash/imprest accounts	Current Risk Status	
Description of Risk	Theft of takings disguised	by manipulation of accounts		Assigned To	
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measures Implemented		Current Risk Matrix	Likelihood Severity
Gross Risk Score	2	segregation of duties		Current Risk Score	2
Gross Severity	1	management checks		Current Severity	1
Gross Likelihood	2	reconciliations authorised signatories		Current Likelihood	2
Gross Risk Review Date		imprest values kept to a mi annual certificate	imprest values kept to a minimum		19-May-2015
Consequences					-
0 AyInerabilities/causes					
Ask Notes					
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Risk Code	RR RDIAFCO1.14	Risk Title	Sheltered schemes	Current Risk Status	I
Description of Risk	Theft of customer monies			Assigned To	
Gross Risk Matrix	Severity	Risk Treatment Measures Implemented		Current Risk Matrix	Severity
Gross Risk Score	4			Current Risk Score	2
Gross Severity	2	segregation of duties reconciliations		Current Severity	2
Gross Likelihood	2	restricted access		Current Likelihood	1
Gross Risk Review Date		CRB checks			19-May-2015
Consequences					
Vunerabilities/causes					
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Risk Code	RR RDIAFC01.15	Risk Title	Expenses claims	Current Risk Status	I
Description of Risk	claiming expenses for jour claiming for more miles th			Assigned To	
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measure	isk Treatment Measures Implemented		Likelihood Severity
Gross Risk Score	6			Current Risk Score	4
Gross Severity	2	management checks		Current Severity	2
Gross Likelihood	3	authorisation procedures		Current Likelihood	2
Gross Risk Review Da te		internal audit		Last Risk Review Date	19-May-2015
Onsequences					
Valnerabilities/causes					
Rj9k Notes					
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Risk Code	RR RDIAFC01.16	Risk Title	Corruption	Current Risk Status	I
Description of Risk	disposal of assets - land a	nd property		Assigned To	
Gross Risk Matrix	Citienity Severity	Risk Treatment Measures Implemented		Current Risk Matrix	Likelihood Severity
Gross Risk Score	6			Current Risk Score	3
Gross Severity	3	constitution asset management plan		Current Severity	3
Gross Likelihood	2	asset disposal policy		Current Likelihood	1
Gross Risk Review Date		segregation of duties	asset register		19-May-2015
Consequences					
Vunerabilities/causes					
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Risk Code	RR RDIAFC01.17	Risk Title	Corruption	Current Risk Status	
Description of Risk	Award of planning consent	ts and licences		Assigned To	
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measures Implemented		Current Risk Matrix	Likelihood Severity
Gross Risk Score	9			Current Risk Score	3
Gross Severity	3	planning approval process segregation of duties		Current Severity	3
Gross Likelihood	3	delegated powers		Current Likelihood	1
Gross Risk Review Date		legislation	onstitution		19-May-2015
Consequences				·	~
Generalities/causes					
Rsk Notes					
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Risk Code	RR RDIAFC01.18	Risk Title	Corruption	Current Risk Status	
Description of Risk	Acceptance of gifts, hospit	ality, secondary employment	t	Assigned To	
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measures Implemented		Current Risk Matrix	Likelihood Severity
Gross Risk Score	6			Current Risk Score	4
Gross Severity	2	gifts and hospitality policy gifts and hospitality register	r	Current Severity	2
Gross Likelihood	3	NFI		Current Likelihood	2
Gross Risk Review Date		contract of employment	constitution		19-May-2015
Consequences		·		-	
Vunerabilities/causes					
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Risk Code	RR RDIAFC01.19	Risk Title	Car parking	Current Risk Status	
Description of Risk	theft of takings disguised I theft of taking without disg recycling of tickets	by manipulation of accounts guise	•	Assigned To	
Gross Risk Matrix	Severity	Risk Treatment Measure	sk Treatment Measures Implemented		Severity
Gross Risk Score	9			Current Risk Score	6
Gross Severity	3	budget monitoring		Current Severity	3
Gross Likelihood	3	audit trail		Current Likelihood	2
Gross Risk Review Date			econciliations		19-May-2015
Qnsequences					
Vulnerabilities/causes					
KOSk Notes					

Risk Code	RR RDIAFC01.20	Risk Title	Money laundering	Current Risk Status	
Description of Risk	Using the council to hide in	mproper transactions		Assigned To	
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measures Implemented		Current Risk Matrix	Severity
Gross Risk Score	8				4
Gross Severity	4	raised awareness		Current Severity	2
Gross Likelihood	2	money laundering policy training of officers		Current Likelihood	2
Gross Risk Review Date		upper limit for cash transac	upper limit for cash transactions		19-May-2015
Consequences					
Vunerabilities/causes					
Consk Notes					
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Risk Code	RR RDIAFC01.21	Risk Title	ICT fraud	Current Risk Status		
Description of Risk	Improper use of council IC	T equipment	•	Assigned To		
Gross Risk Matrix	E Likeling Severity	Risk Treatment Measures Implemented		Current Risk Matrix	C Elemente Severity	
Gross Risk Score	12				9	
Gross Severity	4	internet use policy		Current Severity	3	
Gross Likelihood	3	surf control access controls		Current Likelihood	3	
Gross Risk Review Date		ISO27001 standard		Last Risk Review Date	19-May-2015	
P Ounsequences	Potential of no access to sy Data is incorrect Reputational damage	ystems				
⊕ Yndnerabilities/causes -∞		Changes to systems and data Access to data by 3rd party				
Risk Notes						

Risk Code	RR RDIAFC01.22	Risk Title	Employee - general	Current Risk Status	
Description of Risk	Abuse of flexi system falsification of car loans			Assigned To	
Gross Risk Matrix	Severity	Risk Treatment Measures Implemented		Current Risk Matrix	Severity
Gross Risk Score	6	flexible working policy		Current Risk Score	4
Gross Severity	2	management checks		Current Severity	2
Gross Likelihood	3	time recording systems flexi records		Current Likelihood	2
Gross Risk Review Date		car inspection reports independent valuations		Last Risk Review Date	19-May-2015
C o nsequences					
Allnerabilities/causes					
Konsk Notes					
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Risk Code	RR RDIAFC01.23	Risk Title	Payment of grants to the public	Current Risk Status	
Description of Risk	claiming for properties wh claimants understating inc over claiming the value of	ome		Assigned To	
Gross Risk Matrix	Citerity Severity	Risk Treatment Measure	sk Treatment Measures Implemented		Treeling of the second
Gross Risk Score	12	grant criteria		Current Risk Score	6
Gross Severity	4	grant assessments land registry checks		Current Severity	3
Gross Likelihood	3	quotes for work		Current Likelihood	2
Gross Risk Review Date		segregation of duties inspections management checks			19-May-2015
Gensequences				· · · · · · · · · · · · · · · · · · ·	•
Volnerabilities/causes					
Risk Notes					

Risk Code	RR RDIAFC01.24	Risk Title	Loans & Investments	Current Risk Status	S
Description of Risk	Misappropriation of funds Fraudulent payment or inv	vestment of funds	*	Assigned To	
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measures Implemented		Current Risk Matrix	Likelihood Severity
Gross Risk Score	12	Written procedures		Current Risk Score	4
Gross Severity	4	segregation of duties authorisation process		Current Severity	2
Gross Likelihood	3	counterparty listing		Current Likelihood	2
Gross Risk Review Date ග		reconciliations treasury management policy treasury management strategy access controls internal audit		Last Risk Review Date	29-Jul-2014
Gnsequences					
Yulnerabilities/causes					
Risk Notes					

Risk Code	RR RDIAFC01.25	Risk Title	Regeneration development corruption	Current Risk Status	
Description of Risk	Developer awarded contra Inducements for the grant Contract granted to develo Backhanders to reduce res	ing of planning consents oper at a reduced price in exe	Assigned To		
Gross Risk Matrix	Cikelihood Severity	Risk Treatment Measure	sk Treatment Measures Implemented		Likelihood Severity
Gross Risk Score	12	Pusiness cases		Current Risk Score	6
Gross Severity	4	Business cases project teams		Current Severity	3
Gross Likelihood	3	declaration interests		Current Likelihood	2
Gross Risk Review		Officers present minutes of meetings		Last Risk Review Date	19-May-2015
Onsequences		-		-	
Anerabilities/causes					
Risk Notes					

Risk Code	RR RDIAFC01.26	Risk Title	financial statements	Current Risk Status	
Description of Risk	the financial statements m	ay be materially mis-stated	due to fraud	Assigned To	
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measures Implemented		Current Risk Matrix	Etkelihood Severity
Gross Risk Score	6	Tabaunal Audit		Current Risk Score	4
Gross Severity	3	Internal Audit financial guidance		Current Severity	2
Gross Likelihood	2	Final Account Process Revie	w / Quality Check (Including journal transfers/	Current Likelihood	2
Gross Risk Review Date	18-Jun-2010	budgetary control) segregation of duties		Last Risk Review Date	19-May-2015
Consequences					
Vunerabilities/causes					
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Risk Code	RR RDIAFC01.27	Risk Title	New starter	Current Risk Status	I
Description of Risk	Fraudulent job application		•	Assigned To	
Gross Risk Matrix	E C E E E E E E E E E E E E E E E E E E	Risk Treatment Measures Implemented		Current Risk Matrix	E C C C C C C C C C C C C C C C C C C C
Gross Risk Score	9			Current Risk Score	4
Gross Severity	3	Evidence obtained of qualifi		Current Severity	2
Gross Likelihood	3	References taken up from p Recruitment Policy and proc		Current Likelihood	2
Gross Risk Review Date		Identity checks completed		Last Risk Review Date	29-Jul-2014
₽ Agnsequences D	Inappropriate appointment security implications Insurance implications Reputational damage	t			
vanerabilities/causes					
Risk Notes					

Risk Code	RR RDIAFC01.28	Risk Title	ICT abuse	Current Risk Status	I		
Description of Risk	Improper use of IT equipm	nent	•	Assigned To			
Gross Risk Matrix	Severity	Risk Treatment Measures Implemented		Current Risk Matrix	Tikelihood Severity		
Gross Risk Score	9			Current Risk Score	4		
Gross Severity	3	internet use policy		Current Severity	2		
Gross Likelihood	3	surf control access controls		Current Likelihood	2		
Gross Risk Review Date	18-Nov-2013	ISO27001 standard		Last Risk Review Date	29-Jul-2014		
eo nsequences သ	Potential of no access to systems Data is incorrect Reputational damage						
O Volumerabilities/causes		Changes to systems and data Access to data by 3rd party					
KUSK Notes							

Risk Code	RR RDIAFC02	Risk Title	Procurement	Current Risk Status	<u> </u>
Description of Risk				Assigned To	
Gross Risk Matrix		Risk Treatment Measure	s Implemented	Current Risk Matrix	Citeelihood Citeel
Gross Risk Score				Current Risk Score	
Gross Severity				Current Severity	
Gross Likelihood				Current Likelihood	
Gooss Risk Review Bate Onsequences				Last Risk Review Date	
Ansequences					
Vulnerabilities/causes					
R Notes					

Risk Code	RR RDIAFC02.1	Risk Title	Selection process	Current Risk Status	
Description of Risk	Senior staff influencing	junior staff involved in a select	ion process	Assigned To	
Gross Risk Matrix	Citelihood Severity	Risk Treatment Measure	s Implemented	Current Risk Matrix	Likelihood Severity
Gross Risk Score	6		nt/tender process with competitive interviews, two or	Current Risk Score	4
Gross Severity	3	more interviewers rules on strict selection criteria again	the composition of tender panels, scoring of bids,	Current Severity	2
Gross Likelihood	2	Recruitment and selection t	training for managers	Current Likelihood	2
Gross Risk Review Date		Tendering evaluation templ prior to the award of the co	nplates with scoring returned to HR lates with scoring reviewed by procurement team ontract ed through HR/Procurement as appropriate	Last Risk Review Date	19-May-2015
Consequences				•	
O Inerabilities/causes					
Risk Notes					

Risk Code	RR RDIAFC02.2	Risk Title	Initial commercial consultations	Current Risk Status	
Description of Risk	Procurement staff being si with a "done deal".	delined during initial comme	rcial consultations and subsequently being presented	Assigned To	
Gross Risk Matrix	Citelihood Severity	isk Treatment Measures Implemented		Current Risk Matrix	Severity
Gross Risk Score	12	All contracts subject to corr	petitive tendering process	Current Risk Score	6
Gross Severity	4	The Procurement Team app	propriately trained and remunerated, providing input	Current Severity	3
Gross Likelihood	3	and advice during consultat Contracts require joint appr	aisal so cannot be presented with a done deal	Current Likelihood	2
Gross Risk Review D a te			atified by Procurement team plates/tools for transparency and consistency	Last Risk Review Date	19-May-2015
Onsequences				·	-
Onerabilities/causes					
Rigk Notes					
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Risk Code	RR RDIAFC02.3	Risk Title	Contract signing	Current Risk Status	
Description of Risk	Contracts signed by memb	per of staff not authorised to	do so	Assigned To	
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measures Implemented		Current Risk Matrix	Likelihood Severity
Gross Risk Score	12			Current Risk Score	6
Gross Severity	4	All contracts receive sign-of	ff at agreed authorisation levels	Current Severity	3
Gross Likelihood	3	Financial guidance details c	ontract sign off levels	Current Likelihood	2
Gross Risk Review Date		Large contracts required to	be sealed by the Solicitor to the Council	Last Risk Review Date	19-May-2015
Consequences					
vunerabilities/causes					
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	Risk Title	Diversion of funds	Current Risk Status	
Diversion of funds: the risk supplier/freelancer	that a member of staff dive	erts funds through the set up of non-existent	Assigned To	
Severity	Risk Treatment Measures Implemented		Current Risk Matrix	Etkelihood Severity
.2	All potential suppliers required to be registered on the InTend system.		Current Risk Score	6
1		to raise purchase orders	Current Severity	3
3		et up new suppliers	Current Likelihood	2
	Internal audit review of creditors system		Last Risk Review Date	19-May-2015
	Severity	Risk Treatment Measures Severity .2 All potential suppliers require Purchase permission levels Financial authority limits Controls over authority to s Internal audit review of cred	Risk Treatment Measures Implemented Severity .2 All potential suppliers required to be registered on the InTend system. Purchase permission levels to raise purchase orders Financial authority limits	Assigned To Current Risk Matrix Severity All potential suppliers required to be registered on the InTend system. Purchase permission levels to raise purchase orders Financial authority limits Current Risk Score Current Severity Current Likelihood Internal audit review of creditors system

Risk Code	RR RDIAFC02.5	Risk Title	Bogus vendor	Current Risk Status	
Description of Risk	An individual could autho	rise the set up of a bogus ver	ndor and raise and authorise a purchase order	Assigned To	
Gross Risk Matrix	Citelihood Severity	Risk Treatment Measure	Risk Treatment Measures Implemented		Likelihood Severity
Gross Risk Score	16		ensure segregation of duties to raise and authorise a	Current Risk Score	8
Gross Severity	4	requisition - system access	controlled on purchase order authorisation	Current Severity	4
Gross Likelihood	4	Financial reviews of cost ce		Current Likelihood	2
Gross Risk Review Date		Internal Audit reviews Limited permissions to set NFI checks on creditor deta		Last Risk Review Date	19-May-2015
Consequences		·			-
Winerabilities/causes					
Sk Notes					

Risk Code	RR RDIAFC02.6	Risk Title	Sale of confidential information	Current Risk Status	
Description of Risk	A member of staff could d	isclose information on bids to	o other contract bidders	Assigned To	
Gross Risk Matrix	Citelihood	Risk Treatment Measures Implemented		Current Risk Matrix	Likelihood Severity
Gross Risk Score	12	management checks		Current Risk Score	6
Gross Severity	4	register of interests constitution		Current Severity	3
Gross Likelihood	3	procurement unit		Current Likelihood	2
Gross Risk Review		legislation tendering system standing orders/financial re	egulations	Last Risk Review Date	19-May-2015
Bnsequences		•		-	
Dinerabilities/causes					
disk Notes					
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Risk Code	RR RDIAFC02.7	Risk Title	Creditor payments	Current Risk Status	
Description of Risk	Fraudulent requests for cre	editor payments to be paid to	o different bank accounts	Assigned To	
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measures Implemented		Current Risk Matrix	Likelihood Severity
iross Risk Score	9			Current Risk Score	4
Gross Severity	3			Current Severity	2
Gross Likelihood	3	Rigorous process to check authenticity of changes to creditor details		Current Likelihood	2
Gross Risk Review Date	30-Nov-2011			Last Risk Review Date	19-May-2015
Consequences	Payments made to fraudste	ers			
	Payments to creditors avai	ayments to creditors available on website			
n Gek Notes					

Risk Code	RR RDIAFC02.8	Risk Title	Fraudulent use of one off payment	Current Risk Status	0
Description of Risk	Staff use the cheque payn	nent process to send to a bog	gus vendor	Assigned To	
Gross Risk Matrix	Cikelihood Severity			Current Risk Matrix	Pool
Gross Risk Score	6	Regular review of one off p	•	Current Risk Score	2
Gross Severity	3	Purchase order authorised b Budget review process	pefore payment is made	Current Severity	2
Gross Likelihood	2	No ability to create new cre	ditor without involving creditors department	Current Likelihood	1
Gross Risk Review Dp te	04-Mar-2015	(segregation of duties) All payments authorised in and cost centres	accordance with set parameters for payments limits	Last Risk Review Date	04-Mar-2015
Rinsequences					
Minerabilities/causes					
Risk Notes					
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Risk Code	RR RDIAFC02.9	Risk Title	Declaration of interests	Current Risk Status	I	
Description of Risk	Lack of declarations of inte	erests	*	Assigned To		
Gross Risk Matrix	Severity	Risk Treatment Measures	Risk Treatment Measures Implemented		Severity	
Gross Risk Score	9			Current Risk Score	4	
Gross Severity	3	Contract monitoring program		Current Severity	2	
Gross Likelihood	3	Risk registers and issue logs Gifts and hospitality registe		Current Likelihood	2	
Gross Risk Review Date	04-Mar-2015	Declarations of interests - c	ode of conduct	Last Risk Review Date	04-Mar-2015	
Consequences						
D Wilnerabilities/causes	No proper constraints, no monitoring, "Contract creep" - further contracts on the back of previously awarded contracts					
Risk Notes						
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Risk Code	RR RDIAFC02.10	Risk Title	Lack of awareness	Current Risk Status	
Description of Risk	Lack of awareness of	risks and issues from the	all in the process	Assigned To	
Gross Risk Matrix	Severity	Risk Treatment M	Risk Treatment Measures Implemented		Severity
ross Risk Score	6			Current Risk Score	4
Fross Severity	2	Targeted awarenes	s training	Current Severity	2
Gross Likelihood	3	Risk registers in pla	ce and regularly reviewed	Current Likelihood	2
Gross Risk Review		Regular internal au	dit reviews	Last Risk Review Date	04-Mar-2015
Onsequences					
) Junerabilities/causes					
isk Notes					
Risk Notes					

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Risk Code	RR RDIAFC02.11	Risk Title	Lack of anti fraud culture	Current Risk Status	
Description of Risk	No antifraud culture - no o	ue diligence/risk registers		Assigned To	
Gross Risk Matrix	Likelihood Severity			Current Risk Matrix	Likelihood Severity
Gross Risk Score	6			Current Risk Score	2
Gross Severity	2	Procurement section champ	pioning good practice	Current Severity	2
Gross Likelihood	3	Procurement Policy in place		Current Likelihood	1
Gross Risk Review Date	04-Mar-2015	Counter fraud and corruptic	on strategy and policy in place.	Last Risk Review Date	04-Mar-2015
Consequences					
Vunerabilities/causes					
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Risk Code	RR RDIAFC02.12	Risk Title	Contract awarded prior to specification being agreed	Current Risk Status	I
Description of Risk		specifications being fully agr dditional development and tr	eed and developed; meaning the organisation aining expenses	Assigned To	
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measure	sk Treatment Measures Implemented		Likelihood Severity
Gross Risk Score	6	All projects subject to busin	ess case	Current Risk Score	4
Gross Severity	2	All contracts awarded in acc		Current Severity	2
Gross Likelihood	3	Contract specification define	ormal authorisation process ed	Current Likelihood	2
Gross Risk Review Bate	04-Mar-2015		Approved tendering procedures through InTend Contracts only awarded where funds are approved		04-Mar-2015
Ensequences					
Vulnerabilities/causes					
Rigk Notes					

Risk Code	RR RDIAFC02.13	Risk Title	Manipulation of preferred bidders list	Current Risk Status	
Description of Risk	Manipulation of preferred	bidders list	•	Assigned To	
Gross Risk Matrix	Cikelihood Severity			Current Risk Matrix	Cikelihood Severity
Gross Risk Score	4			Current Risk Score	2
Gross Severity	2	Suppliers apply to go on "Li	st" - register on InTend	Current Severity	2
Gross Likelihood	2	Framework agreements Procurement policy		Current Likelihood	1
Gross Risk Review Date	04-Mar-2015	Financial guidance		Last Risk Review Date	04-Mar-2015
Consequences					
Vunerabilities/causes					
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Risk Code	RR RDIAFC02.14	Risk Title	No formal contract in place	Current Risk Status	
Description of Risk	No formal contract in place	e		Assigned To	
Gross Risk Matrix	Likelihood Severity			Current Risk Matrix	Likelihood Severity
Gross Risk Score	8			Current Risk Score	6
Gross Severity	2	Financial regulations and co	ontract standing orders	Current Severity	2
Gross Likelihood	4	Internal audit review	-	Current Likelihood	3
Gross Risk Review Date	04-Mar-2015	Monthly reports on spend	Ionthly reports on spend		04-Mar-2015
Onsequences		·		-	
Vulnerabilities/causes					
Risk Notes					
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Risk Code	RR RDIAFC02.15	Risk Title	Prices reworked	Current Risk Status	I
Description of Risk	Prices reworked to enable	the successful bidder to mov	e up the proposal list following initial bidding	Assigned To	
Gross Risk Matrix	Likelihood Severity			Current Risk Matrix	Likelihood Severity
Gross Risk Score	6	Open tendering process		Current Risk Score 4	4
Gross Severity	2	No reworking of tenders allowed All evaluation criteria presented as part of the tendering process prior to the	Current Severity	2	
Gross Likelihood	3		maintain fairness and transparency in the tender	Current Likelihood	2
Gross Risk Review Date	04-Mar-2015	process Suppliers have access to de adequate segregation of du InTend electronic tendering	ties	Last Risk Review Date	04-Mar-2015
Consequences					
o Inerabilities/causes					
Risk Notes					

Risk Code	RR RDIAFC02.16	Risk Title	Value of contract disaggregated	Current Risk Status	
Description of Risk	Value of contract disaggr	egated to circumvent organisa	ation/EU regulations	Assigned To	
Gross Risk Matrix	Citkelihood Severity	Risk Treatment Measure	isk Treatment Measures Implemented		Likelihood Severity
Gross Risk Score	12			Current Risk Score	6
Gross Severity	3	Review of payments to supp		Current Severity	2
Gross Likelihood	4	 Payments to suppliers publi Financial guidance implicit t 	shed on website hat there should be no disaggregation of purchases	Current Likelihood	3
Gross Risk Review Date	04-Mar-2015	to avoid the application of t		Last Risk Review Date	04-Mar-2015
Consequences				·	·
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Risk Notes					

Risk Code	RR RDIAFC02.17	Risk Title	Inappropriate high value purchase	Current Risk Status	
Description of Risk	Inappropriate high value	purchase for an unauthorised	purpose	Assigned To	
Gross Risk Matrix	Likelihood Severity			Current Risk Matrix	Likelihood Severity
Gross Risk Score	6	High value suppliers review		Current Risk Score	4
Gross Severity	2	High value payments requir Authorisation limits set in fi		Current Severity	2
Gross Likelihood	3	Unable to authorise spend a		Current Likelihood	2
Gross Risk Review Date	04-Mar-2015	Commitment accounting Segregation of duties set w regular audit review Whistleblowing Policy	ithin finance system	Last Risk Review Date	04-Mar-2015
Consequences		-		-	
O Ginerabilities/causes					
Risk Notes					

Risk Code	RR RDIAFC02.18	Risk Title	Inappropriate use of single tender acceptance	Current Risk Status	
Description of Risk		-		Assigned To	
Gross Risk Matrix	Severity	Risk Treatment Measure	tisk Treatment Measures Implemented		Likelihood Severity
Gross Risk Score	6				4
Gross Severity	2	Financial avidance states th			2
Gross Likelihood	3		nat where only one tender is submitted, advice and e solicitor to the Council and the director of Finance	Current Likelihood	2
Gross Risk Review	04-Mar-2015			Last Risk Review Date	04-Mar-2015
Onsequences		-			
unerabilities/causes					
Risk Notes					

Risk Code	RR RDIAFC03	Risk Title	Housing tenancy/homelessness	Current Risk Status	I
Description of Risk			•	Assigned To	
Gross Risk Matrix		Risk Treatment Measures	5 Implemented	Current Risk Matrix	Clikelihood Severity
Gross Risk Score				Current Risk Score	
Gross Severity				Current Severity	
Gross Likelihood				Current Likelihood	
Gross Risk Review				Last Risk Review Date	
Consequences					
Consequences					
Risk Notes					

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Risk Code	RR RDIAFC03.1	Risk Title	Housing allocations	Current Risk Status	
Description of Risk	Housing allocated for fina fraudulent allocation of pr		Assigned To		
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measure	sk Treatment Measures Implemented		Likelihood Severity
Gross Risk Score	9			Current Risk Score	4
Gross Severity	3	separation of duties		Current Severity	2
Gross Likelihood	3	management checks	ousing register nanagement checks		2
Gross Risk Review Date		declaration of interests			19-May-2015
Consequences					
D Vulnerabilities/causes					
Risk Notes					
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Risk Code	RR RDIAFC03.2	Risk Title	Illegal sub letting	Current Risk Status	I	
Description of Risk	Illegal sub letting of counci	il property		Assigned To		
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measure	k Treatment Measures Implemented		Likelihood Severity	
Gross Risk Score	4			Current Risk Score	2	
Gross Severity	2			Current Severity	1	
Gross Likelihood	2	Tenancy checks Illegal sub letting campaign	1	Current Likelihood	2	
Gross Risk Review Date	29-Oct-2014				29-Oct-2014	
Consequences	Housing needs not fulfilled Social housing not used for	ousing needs not fulfilled ocial housing not used for its intended purpose				
Munerabilities/causes	Tenant illegally sub lets a p	property				
Kosk Notes						

Risk Code	RR RDIAFC03.3	Risk Title	Homelessness	Current Risk Status	I
Description of Risk	False claim of homelessne	SS		Assigned To	
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measures	sk Treatment Measures Implemented		Likelihood Severity
Gross Risk Score	6			Current Risk Score	2
Gross Severity	2		Procedures in place Checks made on housing need		1
Gross Likelihood	3				2
Gross Risk Review	27-Oct-2014				27-Oct-2014
Consequences	Housing needs not correct	y identified		·	~
vulnerabilities/causes	False claim of homelessne	ss to gain tenancy			
Risk Notes					
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Risk Code	RR RDIAFC04	Risk Title	Council Tax	Current Risk Status	<u> </u>
Description of Risk		•	*	Assigned To	
Gross Risk Matrix		Risk Treatment Measure	s Implemented	Current Risk Matrix	Crikelihood
Gross Risk Score				Current Risk Score	
Gross Severity				Current Severity	
Gross Likelihood				Current Likelihood	
Gross Risk Review				Last Risk Review Date	
Consequences					
Consequences					
Risk Notes →					

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Risk Code	RR RDIAFC04.1	Risk Title	Single Persons Discount	Current Risk Status	
Description of Risk	Single persons discount fr	audulently claimed	-	Assigned To	
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measure	sk Treatment Measures Implemented		E C C C C C C C C C C C C C C C C C C C
Gross Risk Score	6			Current Risk Score	6
Gross Severity	2			Current Severity	2
Gross Likelihood	3	Review of SPD Data matching		Current Likelihood	3
Gross Risk Review Date	30-Oct-2014				30-Oct-2014
Onsequences	Loss of income	·			~
() Inerabilities/causes	Single persons discount fr	audulently claimed			
Risk Notes					
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Risk Code	RR RDIAFC04.2	Risk Title	Discounts/exemptions	Current Risk Status	I
Description of Risk	Discounts and exemptions	falsely claimed		Assigned To	
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measure	isk Treatment Measures Implemented		Likelihood Severity
Gross Risk Score	3			Current Risk Score	2
Gross Severity	1]		Current Severity	1
Gross Likelihood	3	Review of discounts and ex	emptions	Current Likelihood	2
Gross Risk Review Date	30-Oct-2014			Last Risk Review Date	30-Oct-2014
Consequences	Loss of income				
Vunerabilities/causes	Discounts and exemptions	falsely claimed			
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Description of RiskGross Risk MatrixGross Risk Score3Gross Severity1		eatment Measure	s Implemented	Assigned To Current Risk Matrix Current Risk Score	Severity 2
Gross Risk Score 3		eatment Measure			
				Current Risk Score	2
iross Severity 1					
	Staff aw	vareness and trainin		Current Severity	1
Gross Likelihood 3	Procedu	ires in place to ensu	ire that refunds only made to account where payment	Current Likelihood	2
Gross Risk Review 30-Oct-201		was made		Last Risk Review Date	30-Oct-2014
Consequences Loss of inco	ome			•	-
Jinerabilities/causes Person fals	sely claims liability, pays	in full with stolen cr	redit card and attempts refund to bank account		
Risk Notes					

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Risk Code	RR RDIAFC04.4	Risk Title	Suppressed recovery action	Current Risk Status	I
Description of Risk	Suppressed recovery actio	n		Assigned To	
Gross Risk Matrix	C Itelihood Severity	Risk Treatment Measure	sk Treatment Measures Implemented		Likelihood Severity
Gross Risk Score	3			Current Risk Score	2
Gross Severity	1	 Management/supervisory cl	hecks	Current Severity	1
Gross Likelihood	3	Review of suppressed recov	very action	Current Likelihood	2
Gross Risk Review Date	30-Oct-2014	Interrogation reports	- terrogation reports		30-Oct-2014
Consequences	Loss of income				
vunerabilities/causes	Recovery action is suppres	sed			
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Risk Code	RR RDIAFC05	Risk Title	NNDR	Current Risk Status	I
Description of Risk		•	•	Assigned To	
Gross Risk Matrix		Risk Treatment Measure	5 Implemented	Current Risk Matrix	Citeelihood Severity
Gross Risk Score				Current Risk Score	
Gross Severity				Current Severity	
Gross Likelihood				Current Likelihood	
Gross Likelihood Gross Risk Review Wate Consequences				Last Risk Review Date	
Binsequences					
wherabilities/causes					
Risk Notes					

Risk Code	RR RDIAFC05.1	Risk Title	Void exemption	Current Risk Status	I
Description of Risk	Void exemption falsely clai	imed		Assigned To	
Gross Risk Matrix	Citie In the second sec	Risk Treatment Measure	sk Treatment Measures Implemented		Likelihood Severity
Gross Risk Score	6			Current Risk Score	4
Gross Severity	2			Current Severity	2
Gross Likelihood	3	Property inspections comple	roperty inspections completed		2
Gross Risk Review Date	30-Oct-2014				30-Oct-2014
Consequences	Loss of income	·		·	
Vunerabilities/causes	Void exemption falsely clai	imed			
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Risk Code	RR RDIAFC05.2	Risk Title	Occupation dates	Current Risk Status	
Description of Risk	Occupation dates incorr	ectly notified		Assigned To	
Gross Risk Matrix	C Exerity	Risk Treatment Measure	isk Treatment Measures Implemented		Severity
iross Risk Score	6			Current Risk Score	4
Gross Severity	2			Current Severity	2
Gross Likelihood	3	Property inspections compl	eted	Current Likelihood	2
Gross Risk Review	30-Oct-2014				30-Oct-2014
Onsequences	Loss of income				
unerabilities/causes	Occupation dates incorr	ectly identified			
Risk Notes					
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Risk Code	RR RDIAFC05.3	Risk Title	Changes to property	Current Risk Status			
Description of Risk	Changes to property incre	ase the rateable value		Assigned To			
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measures Implemented		Current Risk Matrix	Likelihood Severity		
ross Risk Score	6			Current Risk Score	4		
Fross Severity	2]		Current Severity	2		
Gross Likelihood	3	Property inspections	Property inspections		2		
Gross Risk Review Date	30-Oct-2014				30-Oct-2014		
Consequences	Loss of income						
unerabilities/causes	Changes to the the proper	Changes to the the property that change the rateable value are not notified					
ນ ຫຼັດk Notes							
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Risk Code	RR RDIAFC06	Risk Title	Insurance	Current Risk Status	I
Description of Risk				Assigned To	
Gross Risk Matrix		Risk Treatment Measures	s Implemented	Current Risk Matrix	Citeelihood Severity
Gross Risk Score				Current Risk Score	
Gross Severity				Current Severity	
Gross Likelihood				Current Likelihood	
Gross Likelihood Gross Risk Review Grate Consequences				Last Risk Review Date	
Binsequences					
Kulnerabilities/causes					
R Notes					

Risk Code	RR RDIAFC06.1	Risk Title	Insurance claims	Current Risk Status	S
Description of Risk	Claiming for non existent i Claiming at another establ overclaiming	injuries lishment for the same injury		Assigned To	
Gross Risk Matrix	Severity	Risk Treatment Measures Implemented		Current Risk Matrix	Severity
Gross Risk Score	9			Current Risk Score	4
Gross Severity	3	Insurance brokers		Current Severity	2
Gross Likelihood	3	claim forms NFI	claim forms		2
Gross Risk Review Date				Last Risk Review Date	19-May-2015
Date Gensequences					
Alnerabilities/causes					
Risk Notes					
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Risk Code	RR RDIAFC07	Risk Title	Other	Current Risk Status	
Description of Risk				Assigned To	
Gross Risk Matrix		Risk Treatment Measures	s Implemented	Current Risk Matrix	Citeelihood Citeelihood Severity
Gross Risk Score				Current Risk Score	
Gross Severity				Current Severity	
Gross Likelihood				Current Likelihood	
Gross Likelihood Gross Risk Review Grate Consequences				Last Risk Review Date	
Bnsequences					
v∰nerabilities/causes					
Risk Notes					

Risk Code	RR RDIAFC07.1	Risk Title	Elections	Current Risk Status	
Description of Risk	Fraudulent voting Fraudulent acts by canvas	sers	Assigned To		
Gross Risk Matrix	Citelihood Severity	Risk Treatment Measure	s Implemented	Current Risk Matrix	Likelihood Severity
Gross Risk Score	12	supervisory roles at counts		Current Risk Score	6
Gross Severity	4	postal votes counts supervis access controls	sed	Current Severity	3
Gross Likelihood	3	ballot box controls		Current Likelihood	2
Gross Risk Review Date		ballot paper account insurance pre employment checks supervisory checks		Last Risk Review Date	19-May-2015
D Q Q Q msequences	Elections become null and Financial implications Reputational damage Resource issues	void			
₩ <u>Vu</u> lnerabilities/causes					
Risk Notes					

Risk Code	RR RDIAFC07.2	Risk Title	External funding	Current Risk Status	I	
Description of Risk	Fraudulently using externa	l funding	•	Assigned To		
Gross Risk Matrix		Risk Treatment Measure	s Implemented	Current Risk Matrix	Likelihood	
Gross Risk Score	Severity			Current Risk Score	Severity	
	1	Budget monitoring			1	
Gross Severity	1	Management checks		Current Severity	1	
Gross Likelihood	1	Independent verification		Current Likelihood	1	
Gross Risk Review Date	12-Nov-2012			Last Risk Review Date	29-Jul-2014	
Date D Gensequences	Reputational damage Cuts to financial assistance Failure to deliver projects service delivery reduced	2				
winerabilities/causes						
Risk Notes						

Risk Code	RR RDIAFC08	Risk Title	Housing Benefits/Council Tax Reduction Scheme	Current Risk Status	
Description of Risk		:	-	Assigned To	
Gross Risk Matrix		Risk Treatment Measures Implemented		Current Risk Matrix	Citelihood Citelihood Severity
Gross Risk Score				Current Risk Score	
Gross Severity				Current Severity	
Gross Likelihood]		Current Likelihood	
Gross Risk Review Da te				Last Risk Review Date	
Consequences					
Unerabilities/causes					
Risk Notes					
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Risk Code	RR RDIAFC08.1	Risk Title	Benefits fraud - claimant	Current Risk Status	
Description of Risk	Claimant fraudulently clair	ns benefits	•	Assigned To	
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measures Implemented		Current Risk Matrix	Likelihood Severity
Gross Risk Score	12	tupined staff		Current Risk Score	8
Gross Severity	3	trained staff media coverage - forms, T\	/ radio	Current Severity	2
Gross Likelihood	4	data matching	data matching		4
Gross Risk Review Date		internal audit documentary evidence		Last Risk Review Date	19-May-2015
Onsequences		·			
yunerabilities/causes					
Risk Notes					
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Risk Code	RR RDIAFC08.2	Risk Title	Benefits fraud - third party eg landlord	Current Risk Status	
Description of Risk	fraudulent claim by third	party	•	Assigned To	
Gross Risk Matrix	Likelihood Severity	Risk Treatment Measures Implemented		Current Risk Matrix	Likelihood Severity
Gross Risk Score	4	trained staff		Current Risk Score	4
Gross Severity	2		media coverage - forms, TV radio Data matching		2
Gross Likelihood	2	Internal Audit			2
Gross Risk Review Date		Supervisory checks		Last Risk Review Date	19-May-2015
Consequences					
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