

**HEARING AID COUNCIL (HAC)  
COUNCIL MEETING 11<sup>th</sup> MARCH 2009**

**The Hearing Aid Council Risk Register**

**Issue**

The HAC updated risk register is attached.

**Action**

For consideration, discussion and agreement by the Council.

**Background**

The system of internal control is under continuous development and will be based on a process designed to:

- identify and prioritise the risks to the achievement of the Council's policies, aims and objectives; and
- evaluate the likelihood of those risks being realised, the impact should they be realised and to manage them effectively, efficiently and economically.

**Recommendation**

To agree the risk register.

Ref No.	Description of risk	Impact	Probability	Potential risk	Possible courses of action	Chosen action	Target date	Current risk rating
1	Judicial review absorbs resources earmarked for transfer and other workstreams	RED	AMBER	RED	a) Work with HH and legal advisors to minimise costs incurred. b) Run extra, mid-year retention c) Delay transfer if possible d) Seek funding from elsewhere e) Reduce staff & office costs	a) Work with HH and legal advisors to minimise costs incurred.	Ongoing	RED
2	Insufficient resources to deliver duties, meet responsibilities and realise strategic objectives	RED	AMBER	RED	a) Seek transfer date from DH/BERR b) Funding options appraisal to Council c) Minimise costs where possible d) Apply to BERR for financial support. e) Make BERR & NAO aware of risk	a) Seek transfer date from DH/BERR b) Funding options appraisal to Council c) Minimise costs where possible e) Make BERR & NAO aware of risk	a), b), c) and e)	RED
3	Section 60 Order fails.	RED	AMBER	RED	a) Work closely with stakeholders to draft S6) Order b) Work with stakeholders to ensure S60 understood during consultation phase c) Work with stakeholders to maintain political support for S60.	a) Work closely with stakeholders to draft S6) Order b) Work with stakeholders to ensure S60 understood during consultation phase c) Work with stakeholders to maintain political support for S60.	Until Jan 2010	RED
4	Staff turnover increases	RED	AMBER	RED	a) Review role and responsibilities of Executive Team b) Ensure learning and systems in place so facilitate integration of new starters c) Staff retention plan to be agreed by January Council.	a) Review role and responsibilities of Executive Team b) Ensure learning and systems in place so facilitate integration of new starters c) Staff retention plan to be agreed by January Council	Ongoing	RED
5	Personal data in paper and electronic form is not handled, stored and used correctly	RED	AMBER	RED	a) Request specific data handling audit from BERR. b) Review all data handling procedures and seek guidance from IT contractor. c) Adhere to cabinet office guidance. d) Fill mandatory data handling roles at director level. e) Data handling raised at Audit, Council and Management level on a regular basis.	a) Request specific data handling audit from BERR. b) Review all data handling procedures and seek guidance from IT contractor. c) Adhere to cabinet office guidance. d) Fill mandatory data handling roles at director level. e) Data handling raised at Audit, Council and Management level on a regular basis.	Achieved and ongoing	RED

# Risk register and internal control

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- identify and prioritise the risks to the achievement of the Council's policies, aims and objectives; and
- evaluate the likelihood of those risks being realised, the impact should they be realised and to manage them effectively, efficiently and economically.

## Risk key

RED – high

AMBER - moderate

GREEN - low