

Policy and Resources

COMMITTEE DELIVERY AND IMPROVEMENT PLAN 2023/26

ANNUAL REFRESH 2025/26

Inverclyde
council

Policy and Resources Committee Delivery and Improvement Plan 2023/26

In April 2023, Inverclyde Council committed to the delivery of a new, ambitious Council Plan 2023/28. The Council Plan established a number of priorities for the Council.

Theme 1: PEOPLE

- Our young people have the best start in life through high quality support and education;
- Gaps in outcomes linked to poverty are reduced;
- People are supported to improve their health and wellbeing;
- More people will be in employment, with fair pay and conditions; and
- Our most vulnerable families and residents are safeguarded and supported.

Theme 2: PLACE

- Our communities are thriving, growing and sustainable
- Our strategic housing function is robust;
- Our economy and skills base are developed;
- We have a sufficient supply of business premises; and
- Our natural environment is protected.

Theme 3: PERFORMANCE

- High quality and innovative services are provided, giving value for money; and
- Our employees are supported and developed.

Annual Refresh 2025/26

This Committee Delivery and Improvement Plan 2023/26 was developed following an assessment of how the Services that report to the Policy and Resources Committee could support the delivery of Council Plan priorities and the achievement of Best Value. Now entering the final year of its three-year term, the Plan has been reviewed and refreshed to ensure that actions that continue to be priorities carry forward to the next planning year; actions that have been delivered are closed off and new opportunities, challenges and responsibilities are captured.

Overview

This Plan encompasses the Organisational Development, Policy and Communications Service, Finance Service and Legal, Democratic, Digital and Customer Services which deliver the key functions of:

Organisational Development, Policy and Communications

Organisational Development, Human Resources, Employee Development, Corporate Health and Safety, Payroll, Workforce Planning, Corporate Communications, Corporate Policy, Performance Management, Community Planning, Corporate Equalities

Finance Service

Strategic Finance, Directorate Finance and Accountancy, Budgeting, Statutory Group Accounts, Creditors, Insurance, Treasury Management, Council Tax Services, Revenues, Debt Recovery, Housing Benefits, Discretionary Payments

Legal, Democratic, Digital
and Customer Services

Legal Service, Administration, Licensing, Litigation, Contracts & Conveyancing, Courts, Members Services and Support, Committee support, Community Council liaison, Election Management, Information Governance, Customer Services, Customer Contact Service, ICT Strategy, Operation and Support, Modernisation, Registration Services, Internal Audit, Risk Management

The Delivery and Improvement Plan sets out how the Council Plan priorities will be delivered via the implementation of the following workstreams:

Delivery and Improvement Plan

PEOPLE

What will be delivered?		How will this be delivered?	Due Date	What difference will it make?	Alignment to the Council Plan
1.	<u>Strategic Planning</u> Further embed the new strategic planning and performance management arrangements to support the delivery of the Council Plan 2023/28.	Deliver an Annual Briefing on the Council Plan 2023/28 Develop new ways to communicate and promote the Council Plan 2023/28 and Strategic Needs Assessment. Lead Officer: Head of OD, Policy and Communications	31/10/25 31/03/26	The strategic planning framework is strengthened, with evidence of a strong 'Golden Thread', supporting the delivery of the Council's priorities and improved outcomes.	All Council Plan outcomes

PLACE

What will be delivered?		How will this be delivered?	Due Date	What difference will it make?	Alignment to the Council Plan
2.	<u>Partnership Plan</u> Embed the Partnership Plan 2023/33 governance, delivery and reporting framework across the Alliance partners.	Review the Inverclyde Alliance reporting framework (following completion of a full cycle). Review and establish Partnership Plan KPIs. Review the Inverclyde Alliance Delivery Groups. Lead Officer: Corporate Policy, Performance and Partnership Manager	30/09/25 30/09/25 31/12/25	Partnership working brings renewed added value, and a governance and performance management framework is in place to support the delivery of partnership priorities and improved outcomes for our communities.	Our communities are thriving, growing and sustainable

PERFORMANCE

What will be delivered?		How will this be delivered?	Due Date	What difference will it make?	Alignment to the Council Plan
3.	<u>Budget</u> A Budget and Council Tax level for 2026/27 will be approved.	Development of a Revenue Budget for 2026/27 and Capital Programme for 2026/29 via: <ul style="list-style-type: none"> Budget Strategy presented to Policy and Resources Committee. Development of savings Settlement due Approval of Council Budget Lead Officer: Chief Financial Officer	31/03/26 31/08/25 30/11/25 31/12/25 31/03/26	There is greater certainty around Council finances including Council tax income, allowing services to plan more effectively.	High quality and innovative services are provided, giving value for money
4.	<u>Replacement of FMS</u> Report options for the replacement of the current Finance System, due to become unsupported from 31.03.28.	Develop options for Committee to consider, including estimated financial implications. Award of contract Contract start Implementation complete Parallel run complete System is fully live Lead Officer: Chief Financial Officer	30/09/25 31/03/26 31/03/26 30/07/27 31/03/28 31/03/28	The system meets current requirements and integrates with other key systems, delivering improved efficiency.	High quality and innovative services are provided, giving value for money

What will be delivered?		How will this be delivered?	Due Date	What difference will it make?	Alignment to the Council Plan
5.	<p><u>People and Organisational Development Strategy (POD) 2024/27</u></p> <p>Delivery of the Year 2 actions within the People and Organisational Development Strategy 2024/27.</p>	<p>Focus on reducing sickness absence across the organisation by capturing the learning from the 'hot spot' exercise and rolling out best practice.</p> <p>Evaluate the impact of the new Mentoring Scheme and review future arrangements.</p> <p>Deliver the Employee Awards 2025 and work with HSCP to amalgamate employee awards from 2026</p> <p>Support the achievement of professional qualifications within the workforce and implement an improved approach to mandatory training courses.</p> <p>Continue to scope out the review of the Conditions of Service, including the potential impact of pay settlements and notice periods.</p> <p>Conduct an Employee Survey.</p> <p>Assess the impacts of hybrid working. (Annual Audit Action 2023/24)</p> <p>Lead Officer: Head of OD, Policy and Communications</p>	<p>31/03/26</p> <p>31/12/25</p> <p>31/12/25</p> <p>31/03/26</p> <p>31/03/26</p> <p>31/12/25</p> <p>30/06/25</p>	<p>Workforce planning and management of change is facilitated by the effective use of employees.</p> <p>Employees will be supported with improved skills and knowledge to deliver corporate initiatives.</p>	<p>Our employees are supported and developed.</p>

What will be delivered?		How will this be delivered?	Due Date	What difference will it make?	Alignment to the Council Plan
6.	<u>HR and Payroll System</u> Implement an upgrade to the Human Resources and Payroll system.	Commence communications plan. Upgrade completed by provider, receipt of employee training and manuals and commence associated testing. Conduct parallel pay runs and complete implementation. Complete rollout of training and user guides across services. Lead Officer: Head of OD, Policy and Communications	31/05/25 30/06/25 31/08/25 30/09/25	More efficient processes that result in improved customer service.	High quality and innovative services are provided, giving value for money.
7.	<u>HR, OD& Payroll Processes</u> Update and improve Human Resources, Organisational Development and Payroll processes	Implement changes in response to requirements of Disclosure Scotland including promotion across services, changes to recruitment processes, updating information for prospective employees and recruiting managers and adoption of new recording systems. Undertake process mapping and identify and implement related improvements. Review and improve our approach to contracts. Lead Officer: Head of OD, Policy and Communications	31/03/26 31/03/26 31/03/26	More efficient processes that result in improved customer service.	High quality and innovative services are provided, giving value for money.

What will be delivered?		How will this be delivered?	Due Date	What difference will it make?	Alignment to the Council Plan
8.	<u>Modernisation of the Council</u> Continue to progress projects that support the modernisation of the Council.	Delivery of the Digital and Customer Service Strategy phase 1 action plan. Carry out a Digital Maturity exercise to benchmark the Council's position against peer authorities. Assess the impact (time, cost and quality) of digital modernisation investment. <i>(Annual Audit action 2024/24)</i> Lead Officer: Chief Executive / Head of Legal, Democratic, Digital and Customer Services	31/03/25 30/11/25 30/09/25	Efficiency and effectiveness of the Council's services is improved along with improved customer/citizen experiences.	High quality and innovative services are provided giving value for money.
9.	<u>Governance Documents</u> Refresh the key Inverclyde Council governance documents.	Renewal of the Financial Regulations Review of Standing Orders for Contracts Lead Officer: Chief Financial Officer/ Head of Legal, Democratic, Digital and Customer Services	31/03/26 31/03/26	The Council can clearly demonstrate that it is operating in a transparent and accountable manner.	High quality and innovative services are provided, giving value for money.
10.	<u>Communication and Engagement Strategy</u> Review, prioritise and deliver key actions	Review and update the media and social media protocol. Carry out a social media audit and develop a new social media strategy. Support the development of a Tourism Strategy.	30/09/25 31/03/26 31/03/26	A consistent approach is in place across the Council.	High quality and innovative services are provided, giving value for money.

What will be delivered?		How will this be delivered?	Due Date	What difference will it make?	Alignment to the Council Plan
		<p>Develop and implement a communications action plan based on committee and service improvement plans, identifying and prioritising communications activity.</p> <p>Lead Officer: Corporate Policy, Performance and Partnership Manager</p>	30/09/25		
11.	<p><u>Transformation 2025/27 (NEW)</u></p> <p>Plans for future service delivery are shaped by the national transformation agenda.</p>	<p>Review the Council's Delivering Differently programme.</p> <p>Establish a Transformation group to develop ideas and actions.</p> <p>Briefing for Elected Members on the Transformation programme.</p> <p>Identify opportunities for the organisation arising from the SOLACE local government transformation programme.</p>	<p>30/09/25</p> <p>30/09/25</p> <p>30/09/25</p> <p>31/03/26</p>	<p>Challenges and pressures relating to the workforce, financial sustainability and sustainable service delivery challenges are reduced.</p>	<p>High quality and innovative services are provided, giving value for money.</p>

Policy and Resources Annual Report Schedule

The following reports will be submitted to Committee on an annual basis:

- Annual Report & Accounts
- Treasury Annual Report
- Governance of External Organisations
- Freedom of Information Annual Report
- Complaint Handling Annual Report
- RIPSAs Annual Report
- Data Protection Annual Report
- Workforce Information Activity Annual Report
- People & Organisational Development Annual Report
- Equality Mainstreaming Report 2025, Equality Outcomes 2021/25 and the Equal Pay Statement 2025 (every two years)

Policy and Resources: Policy & Strategy Review Register

The Policy and Strategy review register brings together all the policies and strategies due to be reviewed by Legal, Digital, Democratic and Customer Services; Organisational Development, Policy and Communications and the Finance Service over the period 2024/2026.

The table below shows the status of those policies and strategies that were scheduled for review in 2024 and the date of the next review.

2024

Name of Policy / Strategy	Lead Officer	Service Area	Status	Next review due:
People and Organisational Development Strategy	Service Manager	OD&HR	Reported 26.03.24	March 2027
Treasury Policy Statement	Chief Financial Officer	Finance	Reported 26.03.24	March 2028
Discretionary Non-Domestic Rates Relief	Service Manager	Revenues and Benefits	Reported 04.06.24	June 2028
Code of Conduct (Employees)	Service Manager	OD&HR	Reported 04.06.24	June 2029
Confidential Reporting Policy (Whistleblowing)	Service Manager	OD&HR	Reported 04.06.24	June 2029
Dignity and Respect at Work Policy	Service Manager	OD&HR	Reported 04.06.24	June 2029
Grievance Policy	Service Manager	OD&HR	Reported 04.06.24	June 2029
Domestic Abuse Policy	Service Manager	OD&HR	Reported 04.06.24	June 2029
Equality and Diversity	Service Manager	OD&HR	Reported 04.06.24	June 2029
Violence, Managing Aggression and Lone Working in the Workplace	Team Leader	Health & Safety	Reported 04.06.24	June 2029
Financial Strategy 2024/34	Chief Financial Officer	Finance	Reported 05.12.24	June 2025
Policy for the retention and disposal of documents and records, paper and electronic	Legal Services Manager	Legal (Information Governance)	Reported 25.03.25	March 2029
Short Term Lets Policy	Legal Services Manager	Legal (Licensing)	Reported 28/11/24	When necessary

Name of Policy / Strategy	Lead Officer	Service Area	Status	Next review due:
ICT Strategy	Service Manager	ICT & Customer Services	Interim strategy approved 18.11.24	No longer a separate Strategy but part of the Digital & Customer Services Strategy
Digital Strategy	Service Manager	ICT & Customer Services	Interim strategy approved 18.11.24	No longer a separate Strategy but part of the Digital & Customer Services Strategy
Discipline Policy	Service Manager	OD&HR	Reported 04.02.25	February 2030
Overpayment of Wages	Service Manager	OD&HR	Reported 19.11.24	November 2029
Recruitment & Selection Policy	Service Manager	OD&HR	Reported 19.11.24	November 2029
Redeployment Policy	Service Manager	OD&HR	Reported 17.09.24	September 2029
Relocation Policy	Service Manager	OD&HR	Reported 19.11.24	November 2029
Supporting Employee Attendance Policy	Service Manager	OD&HR	Reported 17.09.24	September 2029
Anti Fraud, Corruption and Irregularity Policy	Chief Internal Auditor	Internal Audit	Reported 07.01.25	January 2028
Sexual Entertainment Policy	Legal Services Manager	Legal (Licensing)	Consultation extended until 11 April. Due to be considered by the GPB on 14 May 2025	
Unacceptable Actions Policy	Legal Services Manager	Legal (Information Governance)	Reported 25.03.25	March 2030
Policy and Procedures for Authorisation of Covert Surveillance and Covert Human Intelligence Services (RIPSA)	Legal Services Manager	Legal (Information Governance)	Reported 19.11.24	November 2025
Petitions Criteria	Legal Services Manager	Legal (Committee Services)	Reported 25.03.25	March 2030
Licensing Board Gambling Policy Statement	Legal Services Manager	Legal (Licensing)	Reported 06.03.25	April 2028
Reservist Policy	Service Manager	OD&HR	Reported 04.02.25	February 2030

Name of Policy / Strategy	Lead Officer	Service Area	Status	Next review due:
Infection Control	Team Leader	Health & Safety	Reported 04.02.25	February 2030
First Aid	Team Leader	Health & Safety	Reported 19.11.24	November 2029
Moving and Handling	Team Leader	Health & Safety	Reported 04.02.25	February 2030
Workplace Transport and Occupational Road Risk	Team Leader	Health & Safety	Reported 19.11.24	November 2029

The table below shows the policies and strategies that are due for review in 2025.

2025

Name of Policy / Strategy	Lead Officer	Service Area	Date of next planned review
Pension & Retirement Policy	Service Manager	OD&HR	November 2025
Voluntary Severance Policy	Service Manager	OD&HR	November 2025
Construction Design and Management Regulations	Team Leader	Health & Safety	November 2025
Smoke Free Policy	Team Leader	Health & Safety	November 2025
Capital Strategy 2025/35, Treasury Management Strategy Statement & Annual Investment Strategy 23/24-26/27	Chief Financial Officer	Finance	March 2025 (full Council April 2025)
Information Classification Policy	Legal Services Manager	Legal (Information Governance)	March 2025
Financial Strategy	Chief Financial Officer	Finance	June 2025
Performance Management Framework	Service Manager	Corporate Policy, Performance	September 2025

Name of Policy / Strategy	Lead Officer	Service Area	Date of next planned review
		and Communications	
Acceptable Use of Information Systems Policy	Legal Services Manager	Legal (Information Governance)	November 2025

2026







The table below shows the policies and strategies that are due for review in 2026.










Name of Policy / Strategy	Lead Officer	Service Area	Date of next planned review
Discretionary Housing Payment	Service Manger	Revenues and Benefits	February 2026
Reserves Policy	Chief Financial Officer	Finance	April 2026
Data Protection Policy	Legal Services Manager	Legal (Information Governance)	May 2026
Records Management Policy	Legal Services Manager	Legal (Information Governance)	August 2026
Flexible Working Policy	Service Manager	OD&HR	September 2026
Risk Management Strategy	Head of Legal, Democratic, Digital and Customer Services	Legal (Information Governance)	November 2026
Corporate Debt Policy	Service Manger	Revenues and Benefits	December 2026




Policy and Resources Key Performance Indicators





The performance of these key performance indicators will be monitored over the lifetime of the Plan. Depending on the data source, new performance data will be provided to the Committee within the performance reports as it becomes available. In the case of national data, this is likely to be annually, however service performance data will be presented to the Committee more frequently.

The latest performance data for reporting year 2024/25 is provided below where data is available. Where it is not yet available, the 'latest status' icon relates to performance against target achieved in most recent year for which data is available.

Key Performance Measures	Performance				Latest status	Target 2025/26	Comment	Frequency of reporting
	2021/22	2022/23	2023/24	2024/25				
Total useable reserves as a % of Council annual budgeted income (LGBF)	23.7%	17%	20.8%	Due November 2025		22%	2023/24 target = 27% Family group average = 24.9% National average = 23.9%.	Annual
Uncommitted General Fund Balance as a % of annual budgeted net revenue (LGBF)	2.3%	3.5%	2%	Due November 2025		1.75%	2023/24 target = 2% Family group average = 1.6% National average = 2.3%.	Annual
Ratio of Financing Costs to Net Revenue Stream (LGBF)	10.2%	9.7%	0.4%	Due November 2025		7.8%	2023/24 target = 9.5% Family group average = 4.1% National average = 5.8%.	Annual
Actual outturn as a % of budgeted expenditure	99.4%	98%	100.4%	Due November 2025		99.5%-100.5%	2023/24 target = 99.5% Family group average = 99.7% National average = 99.6%.	Annual
Gender pay gap (LGBF)	6.6%	4.4%	4.16%	Due Sept 2025		4%	2023/24 target = 6% Family Group: 2% National average: 2.5%	Annual
Percentage of the population with an active Community Council	62.95%	62.95%	84.72%	84.72%		100%	2024/25 target = 100%	Annual

Key Performance Measures	Performance				Latest status	Target 2025/26	Comment	Frequency of reporting
	2021/22	2022/23	2023/24	2024/25				
							2023/24 figure is based on 2022 population figure and is the position following February 2024 Community Council elections.	
Number of RIDDOR incidents (Reporting of injuries, diseases and dangerous occurrences regulations 2013) per 100,000 employees	281	290	422	501		442	* While a target of zero RIDDOR incidents is the aim, this can encourage nonreporting of incidents which can result in failure to meet our legal requirement to report.	Annual
Employee turnover	10.09%	11.6%	13.1%	11.1% (as at Q3)		12%	2024/25 target = 12% Data presented represents year to date up to end of quarter 3 and is subject to change.	Six monthly
Corporate training courses attended	211	549	575	357 (as at Q3)		600	2024/25 target = 500 Data presented represents year to date up to end of quarter 3 and is subject to change.	Six monthly
Number of properties in receipt of Empty Property Relief	-	187	240	241			These KPIs are both 'data only' as performance is influenced by wider economic conditions that are outwith the control of the Council.	Quarterly
Value (£) of Empty Property Relief	-	£303,665	£308,508	£500,125				Quarterly
Council Tax in year collection level	95.5%	95.9%	94.7%	94.8%*		95%	2024/25 target = 95% *Draft out-turn subject to audit	Quarterly
Percentage of invoices sampled that were paid within 30 days	95.5%	96.15%	96.08%	96.34%		95.5%	2024/25 target = 95.5%	Quarterly

Key Performance Measures	Performance				Latest status	Target 2025/26	Comment	Frequency of reporting
	2021/22	2022/23	2023/24	2024/25				
Sickness absence (total number of FTE days lost)	8.3 days	11.1 days	11.3 days	9.14 days (as at Q3)		9 days	2024/25 target = 9 days Data presented represents year to date, up to end of quarter 3 and is subject to change.	Quarterly
Society for Innovation, Technology and Modernisation (Socitm) accessibility score (Council website)	March 2022 90 (excellent)	March 2023 94 (excellent)	March 2024 95 (excellent)	March 2025		95 (excellent)	2024/25 target = 95	Quarterly
% of Freedom of Information and Environmental Information Regulations requests that were responded to within statutory timescales	2021 80%	2022 91%	2023 93.9%	2024 93.8%		92%	2024 target = 92% Full year data is reported annually to P&R Committee	Quarterly
Number of complaints received per 1,000 population	4.1	4	3.7	3.6		4	2024 target = 4	Quarterly
The number of data breaches notified to the Information Commissioner's Office (ICO)	3	2	1	3		2	2024/25 target = 2	Quarterly
Percentage of transactions dealt with through the Council's Customer Service Centre portal that are digital	2021 66%	2022 71%	2023 67%	2024 66%*		2025 75%	2024 target = 75% *Subject to verification	Quarterly

PI Status	
	Performance is adrift of target by 5% or more
	Performance is below target, but is within a set tolerance level (between 0%-5%)
	Performance is at target level or higher
	Performance is being monitored but no target has been set (data only PI)

Policy and Resources Risk Management

Risk management is an integral part of corporate governance and sound management. The effective identification, assessment and management of risk is key to helping Inverclyde Council be successful in delivering its objectives, whilst protecting the interests of their stakeholders.

The highest risks to the Committee were reviewed in April 2025 and are presented below:

Risk Title	Risk Owner	Risk Description	Potential Causes	Potential Consequences	Impact	L'hood	Risk Score	Current mitigation	Future mitigation
Significant budgetary pressures	Chief Financial Officer	There is a financial risk that 2025/26 will be challenging for the Committee to remain within its Revenue Budget.	<ul style="list-style-type: none"> Scottish Government Financial Settlements not keeping pace with inflation or demographic pressures Ring Fencing Legislative and demographic pressures Real term reductions in Capital grant whilst assets require significant investment 	<ul style="list-style-type: none"> Service reductions Potential for compulsory redundancies Impact on delivery of key projects Council strategic priorities not delivered 	4	4	16	10-year financial strategy	
								Annual refresh of savings options and workstreams	
								Monitoring and reporting of Treasury / Capital Management strategy	
								Budget setting and monitoring and in service budget management	
								Debt collection policies	
								Corporate Asset Management Strategy	
								CMT review of savings delivery and key financial data	
								Embedded budget process with Trades Unions	
								Sharing of best practice with Directors of Finance section	
Inappropriately resourced or resilient workforce	Head of OD, Policy and Communications	The risk is that there is a failure to ensure there is an appropriate resourced and resilient workforce in	<ul style="list-style-type: none"> Skillset availability - smaller pool to draw from with national shortages in some 	<ul style="list-style-type: none"> Single points of dependency or failure within workforce 	4	4	16	Flexible working policy	Conditions of Service & Pay & Grading Review
								Accessible platforms used to advertise roles	

Risk Title	Risk Owner	Risk Description	Potential Causes	Potential Consequences	Impact	L'hood	Risk Score	Current mitigation	Future mitigation
		place to meet future organisational needs	<p>professions e.g. planning officers, environmental health</p> <ul style="list-style-type: none"> • Lack of upskilling and development of workforce, particularly with specific skill sets where there are identified gaps • Aging workforce • Pay disparity between other local authorities • Perception and attractiveness of working for the council and location fails to attract new recruits • Expectations of terms and conditions, particularly from candidates moving from the private sector fail to attract new staff • Competition for candidates where preferred candidate accepts a different post • Inconsistent approach to succession planning • Increasing sickness absence 	<ul style="list-style-type: none"> • Capacity stretch on existing workforce • Disengagement, morale issues with existing workforce • Impact on quality or continuity of service delivery • Missed regulatory or reporting deadlines • Lack of capacity to develop or improve a new idea / project • Reputational impact 				<p>Additional promotion and recruitment activities used for advertising certain roles</p> <p>Use of modern apprenticeship and graduate training schemes</p> <p>Disability Confident Scheme</p> <p>Positive Conversations with staff to identify aspirations and training needs</p> <p>External training opportunities through local college</p> <p>Inhouse training opportunities</p> <p>Opportunities for paid professional qualifications</p> <p>Succession and workforce planning</p> <p>Increased access to absence monitoring information</p> <p>Investment in employee wellbeing and engagement</p> <p>Armed Forces Covenant</p> <p>People and Organisational Development Strategy</p> <p>Employee benefits</p> <p>Refreshed suite of HR policies and procedures</p>	

Risk Title	Risk Owner	Risk Description	Potential Causes	Potential Consequences	Impact	L'hood	Risk Score	Current mitigation	Future mitigation
Major partner or supplier failure	Director of Environment and Regeneration	The risk is that external factors outwith the control of the Council impact on the Council's ability to deliver services / planned programmes.	<ul style="list-style-type: none"> Poor selection process Poor quality or small pool of suppliers / partner Services provided are ceased 	<ul style="list-style-type: none"> Impact on quality and/or resilience of service delivery Financial impact to source new or more expensive options Reputational impact 	3	3	9	Tender process Major partnership board presence Regular reporting Financial governance reviews	

Legend

Red - Very High Risk, score between 16-25: Requires Active Management

High impact/high likelihood: risk requires active management to manage down and maintain exposure at an acceptable level.

Amber - High Risk score between 10-15: Contingency Plans

A robust contingency plan may suffice together with early warning mechanisms to detect any deviation from plan.

Yellow – Medium Risk, score between 5 – 9: Good Housekeeping

May require some risk mitigation to reduce likelihood if this can be done cost effectively, but good housekeeping to ensure the impact remains low should be adequate. Reassess frequently to ensure conditions remain the same.

Green – Low Risk, score between 1-4: Review Periodically

Risks are unlikely to require mitigating actions, but status should be reviewed frequently to ensure conditions have not changed.

Monitoring and Reporting

Inverclyde Council is committed to ensuring that accountability, transparency and openness is embedded throughout the organisation and in our public performance reporting.

Progress on the delivery of this Plan is monitored using the Council's performance management system, Pentana, which monitors Actions, KPIs and Risks. Progress reports will continue to be presented to every second Committee meeting for scrutiny and published on the Council's website.

These reports and a range of other performance information is published here:

<https://www.inverclyde.gov.uk/council-and-government/performance>