## CITY OF HAMILTON OFFICE OF THE CITY AUDITOR CHILDREN'S SERVICES – RISK ASSESSMENT

## **APPENDIX A – RISK ASSESSMENT METHODOLOGY**

We utilized the risk assessment process stated below. The risk assessment process assists a business in identifying and assessing potential risks or opportunities for improvement.



The Risk Assessment for Children's Services was included in the 2016-2018 Audit Work Plan and approved by the City of Hamilton Council on April 2016. Refer to "Internal and External Operating Context".

An initial set of potential risks was primarily drawn from a series of structured interviews with Children's Services staff. The process also included those risks which the OCA team perceived to be applicable given the internal and external context.

All the risks were reviewed in detail and then synthesized into an organized set of sixteen risks with each risk having one or more contributing risk factors.

<u>Workshop I</u>: After validation consultations, a risk workshop session was held with the relevant staff to review and prioritize each of the sixteen identified risks. Anonymous polling technology was used at the session to capture the voted levels of likelihood exposure and impact exposure of each risk.

<u>Workshop II</u>: At a follow-up session, the results were posted by the workshop participants as a risk matrix. By consensus, the participants chose the twelve highest risks and rank-ordered the contributing risk factors. Detailed action plans and mitigations were developed for these twelve risks.

Children's Services management reviewed the risks and developed action plans where they deemed necessary.

Children's Services management to monitor the risks and the OCA will conduct periodic check-ins to see if action plans and mitigations are on track.