RISK MANAGEMENT ACTION PLAN 2008-09

	THEME / SOURCE / ISSUE	ACTION	LEAD OFFICER	KEY DATES / MILESTONES
1.	Embedding Risk Management Action follows identification of appropriate software solution (as per Risk Management Action Plan 2007-08).	Development and implementation of 'Risk Management' functionality within the CorVu software system. Phase 1 – Basic risk functionality to be developed to enable Resources Board to input their '2008-09 Directorate Risk Registers' followed by the updated 2008-09 Strategic Risk Register.	Risk and Assurance Manager	September 08
		Phase 2 - Further developments around risks within Directorate and Divisional business plans, and project, partnership and opportunity risk and these will need to be scheduled accordingly with the appropriate commitment of resources.		To be agreed following successful completion of Phase 1.
2.	Embedding Risk Management KLOE in Use of Resources 2008 and draft 2009 CAA make specific reference to maintaining and reviewing risk registers	Quality check and review the content of the Directorate Risk Registers to ensure consistency of approach. To facilitate the ongoing review and update of Directorate Risk Registers on a consistent basis across the Council.	Risk & Assurance Manager	September 08
		To facilitate the ongoing review and update of the Council's Strategic Risk Register and confirm its alignment with the Council's five key priorities.		
3.	Reporting Risk Action follows the decision of the Audit Committee in Jan 08 to increase the focus on risk within the 'Report Author Training as opposed to amending the corporate report template (as per Risk Management Action Plan 2007-08).	To develop advice and guidance, as part of the existing report author training programme, to ensure that significant risks are brought to the attention of the reader within the body of the report.	Senior Democratic Support Officer / Risk & Assurance Manager	December 08
4.	Managing Risks in Partnerships KLOE in Use of Resources 2008 and draft 2009 Comprehensive Area Assessment make specific reference to considering risks in significant partnerships The Council's Annual Governance Statement for 2007-08 identified that "There is an inconsistent approach in terms of the governance of partnerships".	To assist the Solicitor to the Council with development of the Partnership Protocol and Toolkit and, in particular to ensure that guidance on risk management is both appropriate and robust.	Solicitor to the Council	October 08

5.	Managing Risks in Projects Internal Audit review of risk management in 2007- 08 identified a weakness in relation to inconsistency in terms of the production of risk logs and the risk assessment process in respect of significant projects.	To provide advice and guidance on risk management to the relevant Transformational Teams / Capital Boards as appropriate. The actions within the AGS 07-08 refer to the 'creation of Transformational Teams to oversee and manage delivery of the Council's key transformational projects' and 'establishment of Capital Boards in each Directorate to review all significant projects'. Review and update guidance on intranet as necessary.	Risk and Assurance Manager	March 09
	The Council's Annual Governance Statement for 2007-08 identified the need to ensure that "the existing Project and Programme Management Framework is applied appropriately and consistently across all service areas".	Compliance with the Partnership Protocol and Toolkit will strengthen the project and programme management arrangements within significant partnerships.		
6.	Risk Financing In preparation for the 2010 tender of the council's main insurance portfolio, review the council's approach to risk financing including a review of the current insurance programme and identification of alternative risk financing options.	Phase 1 – to appoint a suitably qualified and experienced 'risk and insurance broker/consultant' via a competitive quotation exercise.	Risk and Assurance Manager	September 08
7.	Training Provide risk management training for relevant members and appropriate officers.	Risk Management training made available to all staff via the Corporate Management Development training calendar. Sessions in June/Sept 08 and Jan 09. Ad hoc sessions including PCoT Resources Board (June 08). Training available to all members, including new members before the first meeting of the Audit Committee in each Municipal Year.	Risk & Assurance Manager	March 09
8.	Policy and Strategy Review and update the Risk Management Policy and Strategy for 2009-10.	Report to June 2009 meeting highlighting any significant changes.	Risk & Assurance Manager	March 09
9.	Policy and Strategy Prepare an annual report and interim report for the Audit Committee and COMT.	Interim report to January 2009 meeting / Annual report to June 2009 meeting.	Risk & Assurance Manager	January 09 June 09