

## RISK MANAGEMENT ACTION PLAN 2012-13 - Status Report

	THEME / SOURCE / ISSUE	ACTION	TARGET	STATUS	COMMENTS
1.	<b>Reporting risk</b>	Review and further develop the format in respect of how risks are report to the Management Board of Directors and Governance Committee.	Sept 12	Completed	<p>New format of reporting risks favourably received by the Governance Committee at the September meeting.</p> <p>Format of risk reporting be discussed further at the MBoD ‘risk workshop review’ session in November (see comments below).</p>
2.	<b>Business Planning -</b> Ensure that key risks are aligned with the key priorities and challenges	<p>Review, and where necessary, challenge the content of the Directorate Risk Registers to ensure quality and consistency of approach.</p> <p>Facilitate the update and review of the Strategic Risk Register in consultation with the Management Board of Directors (“MBoD”).</p>	Sept 12	In progress	<p>The significant and ongoing organisational restructures have meant that some of the original risks identified by Directorates are no longer relevant and/or the responsibility for managing the risk has changed. Further work is ongoing with directorates to ensure that risk registers remain fit for purpose.</p> <p>The Strategic Risk Register, together with a summary of the Directorate Risk Registers, was reviewed by MBoD in July. At this meeting MBoD reiterated their desire for the risk registers to be managed in such way that are ‘truly useful as a management tool’. MBoD agreed to hold three ‘risk workshop review’ sessions per annum to both formally review the Strategic Risks and to provide an opportunity to develop an increased understanding and awareness of key risks across the organisation. The first of these sessions was scheduled to be held in October however it was rearranged for 26<sup>th</sup> November.</p>
3.	<b>Communication</b>	Work with and assist the new Directorate Business Development Managers (or equivalent) in respect of their risk management responsibilities.	Sept 12	Completed	Initial meeting held with the Directorate Business Development Managers (in October) to discuss their role in respect of both risk management and governance. Further meetings to be held.
4.	<b>Managing Risks in Partnerships</b>	Ensure that future corporate guidance in respect of partnership working includes and/or provides links to good practice in respect of risk management.	Mar 13	Completed	A revised Partnership Code has been developed and adopted as part of the Council’s Constitution. The revised Code is intended to ensure that sound governance arrangements are in place and provides ‘signposts to good practice’. It will continue to be reviewed as

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					partnership working arrangements develop and evolve.
5.	<b>Operational risk management</b>	Undertake a review, in consultation with our insurance broker/advisors, to identify potential actions to reduce risk and/or minimise losses.	Mar 13	In progress	<p>Health and safety incident/accident investigation and reporting process reviewed in consultation with our liability insurers and the internal health and safety team.</p> <p>Meeting held with our liability insurers and SCC Highways Client to discuss risk and insurance issues that need to be considered as part of the review of the SCC Highways Inspection and Maintenance Policy.</p> <p>Redesigned the motor claim form in consultation with motor insurers and SCC Fleet Transport in order to be able to capture better claims information.</p>
6.	<b>Fire and Security Surveys</b>	Facilitate and direct a programme of property risk reviews either at the request of insurance underwriters or in response to an area of concern.	Mar 13	In progress	Property insurers have confirmed that they wish to carry out 'Fire & Security' surveys at six council premises (comprising two secondary schools, one other educational establishment, a housing tower block, a social care home and the Civic Centre). The surveys are expected to take place early in the New Year which could result in 'risk improvement' requirements or recommendations being identified.
7.	<b>Guidance and advice</b>	Ensure that a range of risk management guidance documents and templates (including those relating to insurance) are available and are aligned with the requirements of service areas.	Mar 13	Completed	<p>The risk and insurance intranet site has been reviewed and updated as part of an exercise to migrate the pages to the Finance Division.</p> <p>In addition, a document for community groups has been developed providing guidance on the types of insurance cover they may require together with sources of further information.</p>
8.	<b>Policy and Strategy</b> - Ensure that the Risk Management Strategy remain relevant and	Review and update the Risk Management Strategy as necessary and report any significant changes to the Governance Committee for approval.	Mar 13	Not started	To be reported to the Governance Committee in Summer 2013.

	<b>THEME / SOURCE / ISSUE</b>	<b>ACTION</b>	<b>TARG ET</b>	<b>STATUS</b>	<b>COMMENTS</b>
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