

RISK MANAGEMENT ACTION PLAN 2009-10

	THEME / SOURCE / ISSUE	ACTION	LEAD OFFICER	TARGET DATE / MILESTONE
1.	<p>Embedding Risk Management</p> <p>Implementation of Phase 2 developments of the Risk Functionality within CorVu (the council's performance management software).</p>	Phase 2 – is focussed on how risk can be further embedded in the normal business processes and, in particular, seeking to include a 'risk indicator' when reporting on the status of key priorities and objectives.	Risk and Assurance Manager	SEPT 09
2.	<p>Embedding Risk Management</p> <p>CAA Use of Resources 2009-10, KLOE 2.4:</p> <p>"The body regularly reviews and updates a register of its corporate and service business risks that:</p> <ul style="list-style-type: none"> • links risks to strategic objectives (to ensure the risk register is focused); • assesses the risks for likelihood and impact; and • assigns named individuals to lead on actions identified to mitigate each risk." 	<p>Quality check and review the content of the Directorate Risk Registers to ensure consistency of approach.</p> <p>To facilitate the ongoing review and update of the Council's Strategic Risk Register and confirm its alignment with the Council's six priorities.</p>	<p>Risk and Assurance Manager</p> <p>Risk and Assurance Manager</p>	<p>AUG 09</p> <p>AUG 09</p>
3.	<p>Managing Risks in Partnerships</p> <p>CAA Use of Resources 2009-10, KLOE 2.4:</p> <p>"Risk management considers risks relating to significant partnerships, as appropriate, and requires officers to obtain assurances about the management of those risks".</p>	<p>To support the Solicitor to the Council in respect of the 'roll out' and communication of the Partnership Code and Toolkit.</p> <p>To ensure that any feedback or comments on the 'risk management' elements of the Code obtained via the periodic review undertaken by Solicitor to the Council are appropriately actioned.</p>	<p>Solicitor to the Council</p> <p>Risk and Assurance Manager</p>	<p>OCT 09</p> <p>MAR 10</p>

	THEME / SOURCE / ISSUE	ACTION	LEAD OFFICER	TARGET DATE / MILESTONE
4.	<p>Managing Risks in Projects</p> <p>Annual Governance Statement for 2008-09</p> <p>“A ‘Project Management Health Check’ was commissioned and undertaken in 2008-09 which identified an opportunity to develop a more efficient and consistent approach to project and programme management”.</p>	<p>To ensure that the new project /programme management tool and associated guidance/template are aligned with the council’s corporate risk approach.</p> <p>To support as necessary the development of the risk element of the associated ‘Project Management’ training modules within the 2009-10 Management Academy Programme.</p>	<p>Risk and Assurance Manager</p> <p>Executive Director of Resources</p>	<p>JULY 09</p> <p>MAR 10</p>
5.	<p>Reporting Risk</p> <p>CAA Use of Resources 2009-10, KLOE 2.2:</p> <p>“Does the organisation produce relevant and reliable data and information to support decision making and manage performance?”</p> <p>With regard to decision makers being made aware of key risks the Audit Committee has (in Jan 08) previously identified the need for the corporate ‘Report Author Training’ to make specific reference to this issue.</p>	<p>To review the response to the questionnaire to be issued to Cabinet Members by Internal Audit as part of a ‘Decision Making and Accountability’ audit review. The questionnaire includes specific questions in relation to whether cabinet members, as decision makers, feel sufficiently informed about key risks.</p>	<p>Risk and Assurance Manager</p>	<p>AUG 09</p>
6.	<p>Risk Financing</p> <p>To ensure that the new insurance contract (to commence in April 2010) is fit for purpose in terms of current and future business needs.</p>	<p>To undertake a fundamental review of the current risk financing programme in order to determine the most appropriate and cost effective approach going forward. Exercise to be led by the council’s appointed risk and insurance advisors with support from Procurement in respect of the competitive tender exercise.</p>	<p>Risk and Assurance Manager</p>	<p>APR 10</p>
7.	<p>Training</p> <p>To provide appropriate risk management training opportunities for members and council officers relevant to their needs / responsibilities.</p>	<p>To develop and make available a Risk Management training opportunity to all members.</p> <p>To develop the ‘Risk Management’ training module which will form part of 2009-10 Management Academy programme (which covers all Level 1,2,3 Managers across the Council).</p>	<p>Risk and Assurance Manager</p> <p>Risk and Assurance Manager</p>	<p>DEC 09</p> <p>AUG 09</p>

	THEME / SOURCE / ISSUE	ACTION	LEAD OFFICER	TARGET DATE / MILESTONE
8.	Communication Ensure that a range of risk management guidance documents and templates are available.	Review and update the intranet.	Risk and Assurance Manager	DEC 09
9.	Policy and Strategy To ensure that the Risk Management Strategy and Policy are still relevant and appropriate.	Review and update the Risk Management Strategy and policy and report any significant changes to the Audit Committee for approval.	Risk and Assurance Manager	JUNE 09
10.	Policy and Strategy To ensure that a relevant and appropriate action plan is in place and that arrangements are in place to review progress. In addition, to provide an opportunity for the actions to be reviewed in terms of whether they are still relevant and/or remain a priority.	Prepare an annual risk management action plan/status report and interim report for the Audit Committee.	Risk and Assurance Manager	JUNE 09 DEC 09