

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

	THEME / SOURCE / ISSUE	ACTION	STATUS	COMMENTS
1.	<b>Reporting risk</b>	Review and further develop how risks are reported to the Management Board of Directors and Governance Committee.	<b>Completed</b>	<p>A new 'Risk Dashboard' document was developed with the intention of providing a more graphical and easily understood representation of the status of key risks.</p> <p>This was included within the papers for the Management Board of Directors 'Risk Workshop Review' session in November.</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>	<b>Completed</b>	<p>The numerous organisational restructures that took place created a significant challenge in terms of ensuring that risk registers remained both current, relevant and fit for purpose. It is anticipated that this will continue to be an issue in 2013-14.</p> <p>In July 2012 the Management Board of Directors (now the council Management Team) reiterated their desire for the risk registers to be managed in such way that are 'truly useful as a management tool' and agreed to hold three 'risk workshop review' sessions per annum to review the Strategic Risks and provide an opportunity to develop an increased understanding and awareness of key risks across the organisation. The first of these sessions was held in November 2012. Further work will be required in 2013-14 to ensure the effectiveness of future review sessions.</p>
3.	<b>Communication</b>	Work with and assist the new Directorate Business Development Managers (or equivalent) in respect of their risk management responsibilities.	<b>Completed</b>	Meetings were held with the Directorate Business Development Managers to discuss their role in respect of both risk management and governance. Further meetings to be held 2013-14 as their roles begin to further develop.
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.	<b>Completed</b>	A revised Partnership Code was 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 partnership working arrangements develop and evolve.

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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.	<b>Completed</b>	The key review exercises, undertaken in consultation with insurers, focused on health and safety incident/accident investigation and reporting, a review of the approach to highway inspection and maintenance and the redesign of the motor insurance claim form in order to be able to capture better claims information.
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.	<b>Completed</b>	Property insurers carried 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/OGS). The survey programme was completed in March with the 'risk improvement' requirements / recommendations detailed in the subsequent reports being actioned as appropriate.
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.	<b>Completed</b>	The risk and insurance intranet site together with associated guidance documents were reviewed and updated as part of an exercise to migrate the pages to the Finance & IT Division. In addition, a suite of documents and guidance was also developed specifically for schools recognising their particular needs and requirements together with an insurance guide for voluntary/community groups.
8.	<b>Policy and Strategy</b>	Review and update the Risk Management Strategy as necessary and report any significant changes to the Governance Committee for approval.	<b>Completed</b>	Report to the Governance Committee April 2013.