

Risk Management – Development Plan

STATUS REPORT – July 2017

AGREED ACTION		STATUS	COMMENTS / ACTIONS	LAST UPDATE
1. OUTCOME: Decision makers are provided with relevant and proportional information regarding the risks that may be associated with the activity, project or initiative in order to support informed decision taking				
1	Corporate Report Template and the associated Decision Making: Corporate Standards & Guidance for Officers to be amended and republished.	COMPLETED	'Risk Management' paragraph now included as part of the 'corporate report template' together with a link to guidance document that is intended to guide the report author in terms of the appropriate and proportional risk information that should be provided to the 'decision maker'.	18/05/17
2	Existing 'Decision Risk' guidance document to be amended.	COMPLETED		18/05/17
3	Training / support for report authors to be made available.	IN PROGRESS	Meeting held with Learning & Development to discuss learning /training options in respect of both officers and Members. Learning Needs Analysis currently being considered by L&D in terms of how it is progressed.	03/07/17
2. OUTCOME: The Council has identified and understands the key risks that may impact on the delivery of its key priorities and outcomes and appropriate action is taken to manage or mitigate the risk where it is considered to be unacceptable				
4	Annually, as part of the business planning process, CMT should review and consider the Council's strategic risks for the forthcoming period and consider what it requires in terms of output/information in respect of risk which, in turn, should reflect the Council's risk appetite.	IN PROGRESS	Strategic Risk Register updated to reflect the end Q1 17-18 position. To be reviewed by CMT (on 25 th July 2017) to ensure that the risks are still appropriate and to new consider any new or emerging risks.	06/07/17
5	Strategic Risk Register to be managed by the Strategy and Operations Hub Management Teams via a quarterly review process. Updated document to be circulated to CMT for noting.	IN PROGRESS	To be scheduled around the CMT meeting date	22/06/17

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6	A corporate risk reporting cycle to be adopted in line with the business planning and monitoring timetable.	DEFERRED	The new corporate business planning process, introduced 2016, is being reviewed with work currently being planned around the next steps for 2017. There is no formal monitoring cycle established at this stage.	07/07/17
3. OUTCOME: Individual service areas have identified and understand the key risks that may impact on the delivery of key priorities and outcomes				
8	Service Management Teams to identify and report on significant risks.	NOT PROGRESSSED	To be progressed in Q2 - Q3. Where possible to be aligned with the corporate business planning process in terms of seeking to ensure that the risks reflect and relate to key service priorities and outcomes.	11/07/17
9	A risk reporting cycle to be aligned with the corporate risk reporting cycle.	NOT PROGRESSSED	See comments in Item 6.	11/07/17
10	Service Management Teams to nominate a 'risk lead/sponsor'.	NOT PROGRESSSED	See comments in Item 8.	11/07/17
11	Appropriate training / support to be made available.	IN PROGRESS	See comments in Item 3. It is intended that this forms part of the learning and development solution that is created.	03/07/17
4. OUTCOME: Cabinet Members have an awareness and understanding of the key risks associated with their portfolio				
12	Both the Strategic and Service Risk Register to include reference to the portfolio(s) to which the risks relate.	IN PROGRESS	Reference to 'Portfolio' is now captured in the Strategic Risk Register. Service Risk Registers to be developed.	05/07/17
13	Risk reporting should be included as part of the Cabinet Member briefing process.	NOT PROGRESSSED	To be implemented when the Strategic and Service risk information is available	11/07/17
14	Service Lead - Risk, Insurance, Assurance & Audit to provide advice and support to service areas in terms of the risk	NOT PROGRESSSED	To be provided when both the Strategic and Service risk information is available	11/07/17

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	information that is presented at Cabinet Member Briefings.			
5. OUTCOME: There is a consistent and well understood corporate approach in respect of how risk is managed				
15	The current draft Risk Management Policy should be refreshed for 2017-18 and presented to both CMT and the Governance Committee (April 2017 meeting) for approval.	COMPLETED	Risk Management Policy for the period 2017/18-20/21 approved by CMT / Governance Committee (Feb 17)	14/02/17
16	The Policy should include an annual 'Risk Management Action Plan'.	COMPLETED	The 'Development Plan' constitutes the action plan for 2017-18.	14/02/17
17	The Risk Management Policy should be published on the intranet.	COMPLETED	Risk Management Policy 2017/18-20/21 published on the intranet.	15/03/17
18	The Risk Management Policy should be included in the strategy and policy framework (recognising that it will need to follow the corporate template in order that it meets the design standards for the council).	COMPLETED	The format of the Risk Management Policy is in accordance with the new strategy and policy framework template.	14/02/17
19	The Risk Management Policy to be approved by the Senior Leadership Team / Council Management Team and Cabinet Member in order to escalate the importance and it then hosted on the new policy hub.	COMPLETED	Risk Management Policy also approved by Council in February 17 (as part of the Medium Term Finance Strategy 17/18-20/21 document). Published on the new 'Policy Hub' under 'Level 3 - Supporting Policies, Plans and Guidance'	14/02/17
20	Communication and training options should be identified including consideration of e-learning for new or existing staff.	IN PROGRESS	Information obtained from those Council's known to use RM e-learning tools. Meeting held with Learning & Development to discuss learning / training options in respect of both officers and Members. Learning Needs Analysis currently being considered by L&D in terms of how it is progressed.	03/07/17

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21	The new staff 'Performance Contracts' and the monitoring arrangements should provide the opportunity to reinforce expectations in respect of responsibilities for managing risk and to dispel any perceptions in respect of a 'blame culture'.	COMPLETED	The standard wording of the new Performance Contracts being rolled out to all staff includes a requirement that employees "escalate risks and issues which may impact any aspect of performance or the Council's reputation".	20/06/17