

RISK MANAGEMENT ACTION PLAN						
ITEM	TARGET	ACTION	TARGET DATE	PERFORMANCE MEASUREMENT	ACTIONABLE BY	STATUS
1	The council has adopted a risk management strategy/policy that has been approved by members.	A member champion has been appointed (Cllr Coughlin) and is given regular updates. The appropriate member committee is Performance & Finance Select Committee. Strategy to be taken to P&FSC and the Executive	Sep-05	Member approved strategy in place and posted on both Intranet and Internet web sites	Head Of P&RM	Complete
2	The council: identifies corporate and operational risks, assesses the risks for likelihood and impact, identifies mitigating controls, allocates responsibility to the mitigating controls	Corporate risks are monitored by PCG quarterly through the hotspots list. As part of the Service Development Plan Guidelines each service area is required to consider its risks under such headings. A summary is included within SDP's with each main item added to the risk register. There is a Corporate Risk Management Group made up from senior officers of each Service Area who see risk management across the Council. Software purchase, implementation and population will assign controls, mitigating action and risk ownership.	On-going	All risks transferred to proprietary software register including associated controls, mitigating action and ownership.	P&RM Team/RMG	Some risks not transferred until scoring methodology is agreed. Software User Group and Risk Management Group to progress these actions.
3	The council maintains and reviews a register of its corporate business risks linking them to strategic business objectives and assigning ownership for each risk.	There is a council-wide risk register which is now in its second year. Risks are addressed in each service area's SDP, which is in turn link to the corporate strategy. The Risk Assessment Templates have a section to link to a corporate strategy theme. The proprietary software will further develop this link.	On-going	Clear links between corporate business risks, strategic business objectives, and assignment of ownership.	P&RM Team/RMG	Risks are linked to corporate strategy. Still need to establish the hierarchy of risks. Software User Group and Risk Management Group to progress this action.

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4	There is a member committee with specific responsibility included in its terms of reference to consider corporate risk management.	The terms of reference of the Performance and Finance Select committee in the Constitution include: "To review and monitor the effectiveness of Risk Management..." .	On-going	Risk Management on P&FSC agenda quarterly	Head Of P&RM	Complete
5	Reports to support strategic policy decisions, and project initiation documents include a risk assessment.	Project Initiation Documents (PIDs) include a risk assessment and risk assessment log as do Procurement Project documentation. Risk is addressed as part of reports to Executive on major policy areas where appropriate. For example Section 10.3 in the report on the Civic Centre to Executive 11th July 2005 and Section 5 of the Budget report sets out various financial risks.	On-going	All major policy decisions and projects subject to effective risk assessment and management	P&RM Team	Ongoing - project risks should be included on risk register
6	The risk management process is reviewed and updated at least annually.	The risk management process is reviewed and updated annually as can be evidenced by two years worth of risk register data, the improved second year register database and the second year development of training packages. New software will facilitate this and as a back up position the RM group put a process in place.	Ongoing	Annual review conducted by RMG. Report to CMT	P&RM Team	Agreed by RMG
7	The risk management process specifically identifies risks in relation to partnerships and provides for assurances to be obtained about the management of those risks.	Partnership risks are managed as part of the overall risk management profile. The purchased software will provide the opportunity to identify and link risks to partnerships on a more targeted basis.	Oct-06	Partnership arrangements include risk assessment and risk log to include controls, mitigating actions and ownership. Partnership risks included on risk register	P&RM Team	Software User Group to take these actions forward.

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8	All staff have been given appropriate training and guidance to enable them to take responsibility for managing risk within their own working environment.	All staff responsible for the assessment and management of risk have been trained. Further training packages have been developed.	On-going	Rolling training programme in place, records of trained staff maintained	P&RM Team	On-line senior officer training in place, every councillor has received a CD offering risk management guidance and self assessment package. Software User Group to provide additional scoring and risk input training. P&RM team offer additional officer training as required.
9	The members with specific responsibility for risk management have received risk management awareness training.	First assess the need and deliver the training in accordance with requirements. Plan to be in place by Sep 05	Feb-06	Training programme established, delivered. Records of trained members maintained.	P&RM Team	Complete. All members provided with CD training package
10	The member committee with responsibility for risk management receives reports at least quarterly and takes appropriate action to ensure that corporate business risks are being actively managed, including reporting to full council at least annually.	A reporting mechanism is being developed.	May-06	Risk Management reports to P&FSC quarterly	CMT/Head of P&RM	Complete except for agreement related to annual report to full council

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11	A senior officer and member jointly champion and take overall responsibility for embedding risk management throughout the council.	The Deputy Leader has responsibility for Finance and Corporate Resources and is the political champion. The Director of Finance and Corporate Resources has the statutory responsibility. This is supported by the Director of Housing and Customer Services who chairs the Risk Management Group designed to help ensure risk management is embedded across the organisation.	On-going	The Deputy Leader, DFCS and DHCS take a leading role in ensuring risk management is embedded within the authority	Deputy Leader /DFCS/DHCS/ P&RM Team	Ongoing
12	The council can demonstrate that it has embedded risk management in its corporate business processes, including: strategic planning, financial planning, policy making and review, performance management	There are a number of examples good practice, including SDP guidance, guidance on financial implications for committee reports, risk management group, corporate hotspots, High Level Monitoring Group etc. However, further work is required to fully embed risk management across the whole organisation.	On-going	Register to include all appropriate risks, PF&SC, CMT, DMT and RMG minutes reflect review and analysis of risks	P&FSC, CMT DMT, RMG and P&RM Team	All risks not yet included, still some implementation work to do on new software. Software User Group and Risk Management Group to progress this work.
13	All members have received risk management awareness training	First assess the need and deliver the training in accordance with requirements	Sep-06	Training programme established, delivered. Records of trained members maintained.	P&RM Team	All members provided with CD training package
14	The council considers positive risks (opportunities) as well as negative risks (threats)	Risk assessments are prepared for positive risks as part of the ongoing risk review process	Sep-06	Risk register includes detail related to positive risk	Service Areas/P&RM Team	Risk Management Group to take this work forward.