

RISK MANAGEMENT ACTION PLAN 2010-11: Status Report

	THEME / SOURCE / ISSUE	ACTION	TARGET DATE / MILESTONE	STATUS	COMMENTS
1.	<p>Embedding Risk Management</p> <p>Implementation of further in-house developments and refinements to the risk functionality developed within CorVu (the council's performance management software).</p>	<p>Further review regarding whether the development of a 'risk indicator' field, when reporting on the status of key priorities and objectives, would be useful.</p> <p>Explore the relationship between PM Connect (the Council's centralised project management system) and CorVu in terms how 'high risk' projects might feature on the risk registers held in CorVu.</p> <p>Roll out of the 'Portfolio Risk Reports',</p>	<p>SEPT 10 REVISED (to Mar 11)</p> <p>MAR 11</p> <p>SEPT 10 REVISED (to Mar 11)</p>	<p>IN PROGRESS</p> <p>COMPLETED</p> <p>PENDING</p>	<p>Action is pending implementation of recent proposed changes to the corporate business planning process whereby plans are to be held centrally on CorVu. The potential and value of creating more explicit links between key objectives and key priorities is being explored.</p> <p>The monthly Highlight Report, that all Project Managers are required to complete, includes an overall RAG status to confirm whether the project is on track. It is therefore considered that there would be limited added value in replicating this information on the directorate risk registers. The respective Project, Programme and Capital Boards receive the Highlight Reports and would be expected to ensure that appropriate action is taken to manage risk.</p> <p>Portfolio Risk Reports have been developed within CorVu however they will not be 'rolled out' until after the 2011-12 Directorate and Corporate Business Plans and associated risk registers have been developed.</p>
2.	<p>Embedding Risk Management</p> <p>The focus of the Council's integrated business planning process is to ensure that service areas clearly identify their key priorities and the associated resources implications. The key priorities are then used to inform development of the Directorate Risk Registers for the forthcoming period recognising that 'significant risks' will need to be identified and managed.</p>	<p>Review the content of the Directorate Risk Registers to ensure consistency of approach.</p> <p>Facilitate review of the Strategic Risk Register in consultation with the Chief Officers Management Team.</p>	<p>SEPT 10</p> <p>SEPT 10</p>	<p>COMPLETED (Sept 10)</p> <p>COMPLETED (Sept 10)</p>	<p>Service areas are directed to update both their Directorate and any Strategic risks on CorVu to reflect the end of quarter position. The review process is aligned with the updating of performance information on CorVu.</p> <p>Review undertaken with the Chief Officers Management Team on 31st August 2010 and updated document reported to Audit Committee at the 22nd September 2010 meeting.</p>

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3.	<p>Managing Risks in Partnerships</p> <p>Guidance in respect of 'managing risks in partnerships' forms part of the Council's Partnership Code and Toolkit formally adopted in May 2009 and forming part of the Council's Constitution.</p> <p>Key statutory and non-statutory partnerships are required to undertake a self-assessment using the Code and Toolkit by Jan 2011.</p>	<p>Ensure that any feedback or comments on the 'risk management' element of the Code or Toolkit arising from the completed self assessments are appropriately actioned.</p> <p>Develop a review mechanism so that a sample check of 'partnership risk registers' can be undertaken to review both the quality and ensure compliance with the agreed process.</p>	<p>MAR 11 (DEFERRED) 2011-12</p> <p>MAR 11 (DEFERRED) 2011-12</p>	<p>ON HOLD</p> <p>ON HOLD</p>	<p>In light of the Coalition Government's significant reform programme together with the comprehensive spending review, the current economic climate and the new 'City Priorities & Challenges' the Southampton Partnership Delivery Board has commissioned a fundamental 'root and branch' review of the current partnership framework. The outcome of this review (31st March 2011) is likely to lead to a significant change in the existing arrangements and composition of the partnerships. The 'self assessment' exercise has therefore been put on hold for the time being. Internal Audit is however engaged with the Southampton Partnership Review process in an advisory / critical friend capacity.</p>
4.	<p>Managing Risks in Projects</p> <p>PM Connect (the Council's centralised project management system) is now in place and from 1st April 2010 all projects will need to comply with the principles and guidelines of PM connect.</p> <p>Assurance that the risk management elements, which form an intrinsic part of PM Connect, are being consistently complied with and are fit for purpose.</p>	<p>Review the existing on-line risk matrix template in consultation with the officer responsible for the implementation and development of PM Connect (Programme Management Officer) to ensure that it is aligned with the corporate approach to risk management.</p> <p>Support the Programme Management Officer in respect of any questions that may arise during the course of the monthly PM Connect 'drop-in' sessions relating to risk.</p> <p>Develop a review mechanism so that a sample check of 'project risk registers' can be undertaken to review both the quality and ensure compliance with the agreed process.</p>	<p>SEPT 10</p> <p>MAR 11</p> <p>DEC 10</p>	<p>COMPLETED (Dec 10)</p> <p>IN PROGRESS</p> <p>COMPLETED (Nov 10)</p>	<p>A step by step guide to 'managing risks in projects', explicitly aligned with the Council's project management methodology, has been developed and published on both the PM Connect (Sharepoint) system and on the intranet.</p> <p>The focus of the support has now changed with the emphasis on supporting individuals as opposed to providing group sessions. To date, no specific issues have been flagged in respect of the elements relating to identifying and managing risk.</p> <p>All project documents are required to be held on PM Connect including Outline Project Proposals, Business cases etc which all make reference to the need for key risks to be identified and considered thereby enabling sample checking to be undertaken.</p>

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5.	<p>Risk Reviews</p> <p>As part of the new insurance programme the Council will receive 5 days of liability risk management support and 3 days of property risk management support from the respective insurers. The risk management support is provided on an annual basis and at no cost to the Council.</p>	<p>To work with the new insurers (via their risk survey / loss control service teams) and identify and develop an appropriate risk survey/ risk review programme encompassing both strategic and operational risk issues.</p>	MAR 11	IN PROGRESS	<p>A number of fire and security surveys have been undertaken by insurers at a selection of premises. The surveys are primarily to enable insurers to better understand the risks that they are covering. The survey programme has included the Civic Centre Complex (incl ASAP & Sea City projects), St Anne's School, Netley Court School and Itchen Bridge. In addition, Motor Accumulation surveys have been undertaken at both Town Depot and Red Lodge Depot. In all cases no significant issues were identified.</p> <p>In addition, liability insurers have undertaken a risk review which has identified some areas where further guidance/training may be of benefit and are therefore being pursued.</p>
6.	<p>Risk Financing</p> <p>Triennial actuarial review of the internal self insurance fund in line with good practice.</p>	<p>Commission, via the Council's appointed insurance broker/advisor (Marsh), an actuarial review of self insurance funds.</p>	SEPT 10	COMPLETED (Sept 10)	<p>As reported to the Audit Committee at the 22nd September 2010 meeting.</p> <p>Recommendation to Council that contributions be reduced by £500k. Recharges for 2012-13 and 2013-14 to remain at this reduced contribution level.</p>

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7.	Training To provide appropriate risk management training opportunities for members and council officers relevant to their needs / responsibilities.	Review the completed feedback forms received in respect of the 2009-10 Management Academy programme and to consider what further actions may be required to support and build upon the learning. Develop and make available appropriate risk management training opportunity for Members.	DEC 10 MAR 11	COMPLETED (Dec 10) NOT STARTED	Now forms part of the corporate Learning and Development programme with the 'Business Tools' subject area. No further action required at this point.
8.	Communication 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.	Review and update the intranet.	DEC 10	COMPLETED (Nov 10)	Essential changes to reflect the new insurance contract were made but noting that a corporate project to redesign the intranet is currently being undertaken with an intended launch by 31 st March 2011.
9.	Communication To ensure that a relevant and appropriate risk action plan is in place and that arrangements are in place to review progress.	Prepare an annual risk management action plan/status report and interim report for the Audit Committee.	JUNE 10 DEC 10	COMPLETED (June 10) COMPLETED (Feb 11)	
10.	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 as necessary and report any significant changes to the Audit Committee for approval.	JUNE 10	COMPLETED (June 10)	As approved by the Audit Committee at the 23 rd June 2010 meeting.