DRAFT RISK MANAGEMENT ACTION PLAN 2010-11

	THEME / SOURCE / ISSUE	ACTION	LEAD OFFICER	TARGET DATE / MILESTONE
1.	**Embedding Risk Management** Implementation of further in-house developments and refinements to the risk functionality developed within CorVu (the council's performance management software).	Further review regarding whether the development of a 'risk indicator' field, when reporting on the status of key priorities and objectives, would be useful. 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. Roll out of the 'Portfolio Risk Reports',	Risk and Assurance Manager Risk and Assurance Manager Risk and Assurance Manager	SEPT 10 MAR 11 SEPT 10
2.	**Embedding Risk Management** 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.	Review the content of the Directorate Risk Registers to ensure consistency of approach. Facilitate review of the Strategic Risk Register in consultation with the Chief Officers Management Team.	Risk and Assurance Manager Risk and Assurance Manager	SEPT 10 SEPT 10
3.	**Managing Risks in Partnerships** 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. Key statutory and non-statutory partnerships are required to undertake a self-assessment using the Code and Toolkit by Jan 2011.	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. 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.	Risk and Assurance Manager Risk and Assurance Manager	MAR 11 MAR 11

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4.	**Managing Risks in Projects** PM Connect (the Council's centralised project management system) is now in place and From 01 April 2010 all projects will need to comply with the principles and guidelines of PM connect. Assurance that the risk management elements, which form an intrinsic part of PM Connect, are being consistently complied with and are fit for purpose.	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 is it aligned with the corporate approach to risk management.	Risk and Assurance Manager	SEPT 10
		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.	Risk and Assurance Manager	MAR 11
		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.	Risk and Assurance Manager	DEC 10
5.	**Risk Reviews** 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.	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.	Risk and Assurance Manager	MAR 11
6.	**Risk Financing** Triennial actuarial review of the internal self insurance fund in line with good practice.	Commission, via the Council's appointed insurance broker/advisor (Marsh), an actuarial review of self insurance funds. The review will seek to address: 1. Whether the existing insurance fund is adequate to meet all loss payments arising from risks self-insured through the fund? 2. The cash flow projection for historical claims, both those which have been reported and those for incidents which have occurred but have not yet been reported? 3. What contributions/injection into the fund should be made to finance the expected retained losses for the forthcoming policy year or each risk?	Risk and Assurance Manager	SEPT 10
7.	**Training**			

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	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.	Risk and Assurance Manager	DEC 10
		Develop and make available appropriate risk management training opportunity for Members.	Risk and Assurance Manager	MAR 11
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.	Risk and Assurance Manager	DEC 10
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.	Risk and Assurance Manager	JUNE 10 DEC 10
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.	Risk and Assurance Manager	JUNE 10