

RISK MANAGEMENT ACTION PLAN 2009-10: Status Report

	THEME / SOURCE / ISSUE	ACTION	TARGET DATE / MILESTONE	STATUS	COMMENTS
1.	<p>Embedding Risk Management</p> <p>Implementation of Phase 2 developments of the Risk Functionality within CorVu (the council's performance management software).</p>	Phase 2 – is focussed on how risk can be further embedded in the normal business processes and, in particular, seeking to include a 'risk indicator' when reporting on the status of key priorities and objectives.	SEPT 09 Revised FEB 10	COMPLETED (Dec 10)	A number of incremental developments were completed within the period. A 'risk indicator' field was developed and piloted however further work is required in order that the 'risk indicator' field is relevant and aligned with key priorities and objectives.
2.	<p>Embedding Risk Management</p> <p>CAA Use of Resources 09-10, KLOE 2.4: "The body regularly reviews and updates a register of its corporate and service business risks that:</p> <ul style="list-style-type: none"> • links risks to strategic objectives (to ensure the risk register is focused); • assesses the risks for likelihood and impact; and • assigns named individuals to lead on actions identified to mitigate each risk." 	<p>Quality check and review the content of the Directorate Risk Registers to ensure consistency of approach.</p> <p>To facilitate the ongoing review and update of the Council's Strategic Risk Register and confirm its alignment with the Council's six priorities.</p>	AUG 09 AUG 09	COMPLETED (Aug 09) COMPLETED (Aug 09)	COMT review Aug 09 / report to Audit Committee Sept 09
3.	<p>Managing Risks in Partnerships</p> <p>CAA Use of Resources 2009-10, KLOE 2.4: "Risk management considers risks relating to significant partnerships, as appropriate, and requires officers to obtain assurances about the management of those risks".</p>	To support the Solicitor to the Council in respect of the 'roll out' and communication of the Partnership Code and Toolkit.	OCT 09 Revised JAN 10	COMPLETED (Jan 10)	Communication of the Code and Toolkit to officers and Members being led by the Council's Strategic Partnerships Manager commencing with a presentation at the Senior Managers Conference in Dec 09 followed by a Member Briefing session on 18 th January 2010. All relevant information appears on the intranet at: http://intranet.southampton.gov.uk/yourcouncil/PartnershipDirectory/default.asp#0

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		To ensure that any feedback or comments on the 'risk management' elements of the Code obtained via the periodic review undertaken by Solicitor to the Council are appropriately actioned.	MAR 10	DEFERRED (to MAR 11)	All key statutory and non-statutory partnerships are required to undertake a self-assessment using the Code and Toolkit by January 2011. The outcome of the self assessments will then be reviewed with any learning outcomes communicated as necessary.
4.	<p>Managing Risks in Projects</p> <p>Annual Governance Statement for 2008-09</p> <p>"A 'Project Management Health Check' was commissioned and undertaken in 2008-09 which identified an opportunity to develop a more efficient and consistent approach to project and programme management".</p>	<p>To ensure that the new project /programme management tool and associated guidance/template are aligned with the council's corporate risk approach.</p> <p>To support as necessary the development of the risk element of the associated 'Project Management' training modules within the 2009-10 Management Academy Programme.</p>	<p>JULY 09 Revised Mar 10</p> <p>MAR 10</p>	<p>DEFERRED (COMPLETED June 10)</p> <p>COMPLETED (Dec 09)</p>	<p>The guidance documents have been updated and aligned with the corporate approach to risk management.</p> <p>No specific input required in respect of the development of the 'Managing Projects the Southampton Way' and 'Controlling Projects the Southampton Way' modules.</p>
5.	<p>Reporting Risk</p> <p>CAA Use of Resources 09-10, KLOE 2.2:</p> <p>"Does the organisation produce relevant and reliable data and information to support decision making and manage performance?"</p> <p>With regard to decision makers being made aware of key risks, the Audit Committee has (in Jan 08) previously identified the need for the corporate 'Report Author Training' to make specific reference to this issue.</p>	To review the response to the questionnaire to be issued to Cabinet Members by Internal Audit as part of a 'Decision Making and Accountability' audit review. The questionnaire is to include specific question as to whether decision makers feel sufficiently informed about key risks.	<p>AUG 09 Revised JAN 10</p>	DEFERRED (COMPLETED May)	The proposed questionnaire was subsumed within a wider review of the decision making process lead by the Solicitor to the Council and included a review of the 'corporate report template'. The officer guidance has been reviewed and updated and includes more specific guidance on how significant risks should be reported.

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6.	Risk Financing To ensure that the new insurance contract (to commence in April 2010) is fit for purpose in terms of current and future business needs.	To undertake a fundamental review of the current risk financing programme in order to determine the most appropriate and cost effective approach going forward. Exercise to be led by the council's appointed risk and insurance advisors with support from Procurement in respect of the competitive tender exercise.	APR 10	COMPLETED (Apr 10)	Insurance procurement project plan on target with provisional contract award expected on 7 th February 2010 in advance of 1 st April contract commencement.
7.	Training To provide appropriate risk management training opportunities for members and council officers relevant to their needs / responsibilities.	To develop and make available a Risk Management training opportunity to all members. To develop the 'Risk Management' training module which will form part of 09-10 Management Academy programme (which covers all Level 1,2,3 Managers across the Council).	DEC 09 AUG 09	COMPLETED (Nov 09) COMPLETED (Oct 09)	New Member Induction training sessions to include risk management element with effect from May 2010 (agreed with Democratic Services Sept 09). The first of the Management Academy sessions commenced in Nov 09.
8.	Communication Ensure that a range of risk management guidance documents and templates are available.	Review and update the intranet.	DEC 09	COMPLETED (Dec 09)	Suite of documents and templates provided including guidance and templates in respect of 'managing business risks', 'managing risks in partnerships' and 'managing risks in projects'. See following link; http://intranet.southampton.gov.uk/yourcouncil/directoratedivisionalnewsinformation/resources/internalaudit/riskmanagement/riskmanagement/default.asp#0
9.	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 and report any significant changes to the	JUNE 09	COMPLETED (June 09)	Revised policy and strategy approved by Audit Committee on 24 th June 2009

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		Audit Committee for approval.			
10.	Policy and Strategy To ensure that a relevant and appropriate action plan is in place and that arrangements are in place to review progress. In addition, to provide an opportunity for the actions to be reviewed in terms of whether they are still relevant and/or remain a priority.	Prepare an annual risk management action plan/status report and interim report for the Audit Committee.	JUNE 09 DEC 09	COMPLETED (June 09) COMPLETED (Jan 10)	Annual RM Action Plan approved by Audit Committee on 24 th June 2009