

RISK MANAGEMENT ACTION PLAN 2008-09

APPENDIX 1

The following is a summary of the status of the 2008-09 Risk Management Action Plan approved by the Audit Committee on 25th June 2008.

	THEME / SOURCE / ISSUE	ACTION	TARGET	STATUS	COMMENTS
1.	<p>Embedding Risk Management</p> <p>Action follows identification of appropriate software solution (as per Risk Management Action Plan 2007-08).</p>	<p>Development and implementation of 'Risk Management' functionality within the CorVu software system.</p> <p>Phase 1 – Basic risk functionality to be developed to enable Resources Board to input their '2008-09 Directorate Risk Registers' followed by the updated 2008-09 Strategic Risk Register.</p> <p>Phase 2 - Further developments around risks within Directorate and Divisional business plans, and project, partnership and opportunity risk and these will need to be scheduled accordingly with the appropriate commitment of resources.</p>	<p>SEPT 08</p> <p>JAN 09</p> <p>To be agreed following successful completion of Phase 1.</p>	<p>COMPLETED (SEPT 08)</p> <p>ON TARGET</p>	<p>Basic functionality developed within CorVu and both Strategic and Directorate Risk Registers input to system.</p> <p>Basic risk reports currently under development in consultation with users prior to training and associated guidance being provided.</p>
2.	<p>Embedding Risk Management</p> <p>KLOE in Use of Resources 2008 and draft 2009 CAA make specific reference to maintaining and reviewing risk registers</p>	<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 Directorate Risk Registers on a consistent basis across the Council.</p> <p>To facilitate the ongoing review and update of the Council's Strategic Risk Register and confirm its alignment with the Council's five key priorities.</p>	<p>SEPT 08</p>	<p>COMPLETED (JULY 08)</p> <p>ONGOING</p> <p>COMPLETED (SEPT 08)</p>	<p>The Directorate Risk Registers are reviewed by Directorate Management Teams on a periodic basis throughout the year.</p>
3.	<p>Reporting Risk</p> <p>Action follows the decision of the Audit Committee in Jan 08 to increase the focus on risk within the 'Report Author Training as opposed to amending the corporate report template (as per Risk Management Action Plan 2007-08).</p>	<p>To develop advice and guidance, as part of the existing report author training programme, to ensure that significant risks are brought to the attention of the reader within the body of the report.</p>	<p>DEC 08</p> <p>JAN 09</p>	<p>COMPLETED (NOV 08)</p> <p>ON TARGET</p>	<p>'Report Author Training' programme makes specific reference to risk management and the expectation that members required reports to make more explicit reference to risk.</p> <p>Associated Officer guidance to be reviewed and updated.</p>

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6.	Risk Financing In preparation for the 2010 tender of the council's main insurance portfolio, review the council's approach to risk financing including a review of the current insurance programme and identification of alternative risk financing options.	Phase 1 – to appoint a suitably qualified and experienced 'risk and insurance broker/consultant' via a competitive quotation exercise.	SEPT 08	COMPLETED (AUG 08)	Marsh appointed as 'risk and insurance advisor' following competitive quotation exercise.
7.	Training Provide risk management training for relevant members and appropriate officers.	Risk Management training made available to all staff via the Corporate Management Development training calendar. Sessions in June/Sept 08 and Jan 09. Ad hoc sessions including PCoT Resources Board (June 08). Training available to all members, including new members before the first meeting of the Audit Committee in each Municipal Year.	MAR 09	COMPLETED (SEPT 08) COMPLETED (JUNE 08) COMPLETED (JUNE 08)	Jan 09 officer training session cancelled following agreement that 'Risk Management' should form part of the 2009-10 Management Academy programme (which covers all Level 1,2,3 Managers across the Council).
8.	Policy and Strategy Review and update the Policy and Strategy for 2009-10.	Report to June 2009 meeting highlighting any significant changes.	MAR 09	ON TARGET	
9.	Policy and Strategy Prepare an annual report and interim report for the Audit Committee and COMT.	Interim report to January 2009 meeting / Annual report to June 2009 meeting.	JAN 09 JUNE 09	COMPLETED ON TARGET	

The following is a summary of the other significant actions undertaken within the period that were not on the original action plan:

	ACTION	TIMESCALE	COMMENTS
1.	Marsh (Risk Consulting Division) has undertaken a desktop review of the Council's risk management arrangements. This exercise, which is being undertaken at no cost to the council, will comment on current arrangements and put forward ideas to further enhance or develop arrangements to embed risk management with a particular focus	END NOV 08 (for first draft of the report).	Meeting and information gathering exercise held in Oct 08. The output from the exercise, which will be reported to both the Resources Board (RM Group) and the Audit Committee,

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	on preparations for the introduction of the Use of Resources assessment under the new Comprehensive Area Assessment (“CAA”).		will be used to inform current and future risk management action plans as appropriate.
2.	The ‘risk rating ’ section of the Corporate Business Planning Guidance and Template for 2009-10 has been reviewed and updated together with the associated ‘How to Develop a Directorate Risk Register’ guidance.	COMPLETED (NOV 08).	All information will be available to relevant officers via the intranet.