

# RISK MANAGEMENT ACTION PLAN 2008-09: STATUS REPORT

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

THEME / SOURCE / ISSUE	ACTION	TARGET	STATUS	COMMENTS
<b>1. Embedding Risk Management</b> Action follows identification of appropriate software solution (as per Risk Management Action Plan 2007-08).	Development and implementation of 'Risk Management' functionality within the CorVu software system.	SEPT 08	<b>COMPLETED</b> (Sept 08)	Basic risk functionality developed within CorVu.
	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.	JAN 09	<b>COMPLETED</b> (Jan 09)	All Directorate Risk Registers and the Strategic Risk Register now held on CorVu.
	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.	TBA following completion of Phase 1.	<b>COMPLETED</b> (Mar 09)	Risk workshop held with Resources Board to develop 'Phase 2' of the risk functionality within CorVu.
<b>2. Embedding Risk Management</b> KLOE in Use of Resources 2008 and draft 2009 CAA make specific reference to maintaining and reviewing risk registers	Quality check and review the content of the Directorate Risk Registers to ensure consistency of approach.	SEPT 08	<b>COMPLETED</b> (July 08)	The Directorate Risk Registers are reviewed by Directorate Management Teams on a periodic basis throughout the year.
	To facilitate the ongoing review and update of Directorate Risk Registers on a consistent basis across the Council.		<b>ONGOING</b>	
	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.		<b>COMPLETED</b> (Sept 08)	Strategic Risk Register reviewed by COMT in Aug 08 and presented to Audit Committee in Sept 08 for review and approval
<b>3. Reporting Risk</b> 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).	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.	DEC 08	<b>COMPLETED</b> (Nov 08)	'Report Author' Training programme makes specific reference to risk management and the expectation that members required reports to make more explicit reference to risk.

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4.	<p><b>Managing Risks in Partnerships</b></p> <p>KLOE in Use of Resources 2008 and draft 2009 Comprehensive Area Assessment make specific reference to considering risks in significant partnerships</p> <p>The Council's Annual Governance Statement for 2007-08 identified that "There is an inconsistent approach in terms of the governance of partnerships".</p>	<p>To assist the Solicitor to the Council with development of the Partnership Code and Toolkit and, in particular to ensure that guidance on risk management is both appropriate and robust.</p>	OCT 08	<b>COMPLETED</b> (Oct 08)	<p>Partnership Code and Toolkit develop by the Solicitor to the Council in conjunction with Council's Strategic Partnership Manager and Risk and Assurance Manager. The Audit Commission also provided quality assurance on the drafting of the documentation.</p>
5.	<p><b>Managing Risks in Projects</b></p> <p>Internal Audit review of risk management in 2007- 08 identified a weakness in relation to inconsistency in terms of the production of risk logs and the risk assessment process in respect of significant projects.</p> <p>The Council's Annual Governance Statement for 2007-08 identified the need to ensure that "the existing Project and Programme Management Framework is applied appropriately and consistently across all service areas".</p>	<p>To provide advice and guidance on risk management to the relevant Transformational Teams / Capital Boards as appropriate. The actions within the AGS 07-08 refer to the 'creation of Transformational Teams to oversee and manage delivery of the Council's key transformational projects' and 'establishment of Capital Boards in each Directorate to review all significant projects'.</p> <p>Review and update guidance on intranet as necessary.</p> <p>Compliance with the Partnership Protocol and Toolkit will strengthen the project and programme management arrangements within significant partnerships.</p>	<p>MAR 09</p> <p>MAR 09</p> <p>MAR 09</p>	<p><b>DEFERRED</b> (included as part of the PM Connect project)</p> <p><b>COMPLETED</b> (Nov 08)</p> <p><b>DEFERRED</b> (Code and toolkit formally adopted by the Council in May 09).</p>	<p>Fundamental review of project and programme management across the council was undertaken toward the end of 2008. A new project /programme management tool, which will include guidance on managing risk together with template documents, being developed for implementation in 2009-10 together with associated training and support delivered via the Management Academy programme.</p> <p>Range of project risk guidance and templates in place to support Project Management Guidance.</p> <p>Communication of new arrangements to relevant officers and members is scheduled to commence in June 09.</p>

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6.	<b>Risk Financing</b> 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	<b>COMPLETED</b> (Aug 08)	Marsh appointed as 'risk and insurance advisor' following competitive quotation exercise.
7.	<b>Training</b> 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	<b>COMPLETED</b> (Sept 08)  <b>COMPLETED</b> (June 08)  <b>COMPLETED</b> (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.	<b>Policy and Strategy</b> Review and update the Policy and Strategy for 2009-10.	Report to June 2009 meeting highlighting any significant changes.	MAR 09	<b>COMPLETED</b> (June 09)	
9.	<b>Policy and Strategy</b> Prepare an annual risk management action plan/status 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	<b>COMPLETED</b> (Jan 09)  <b>COMPLETED</b> (June 09)	