

## Gloucester City Council - DRAFT Risk Management Action Plan 2019/20

The below proposed actions aim to support the Council in continuing to embed risk management at Gloucester City Council and deliver the requirements of the Risk Management Policy Statement and Strategy. Delivery of the plan will be undertaken by Audit Risk Assurance (ARA).

Area	Action	Deadline/Target
Strategic Risk Register	<p>Facilitation and support of Strategic Risk Register review and update by Senior Management Team (SMT). Formal quarterly updates to occur at SMT.</p> <p>Bi annual reporting of the Strategic Risk Register to Audit and Governance Committee.</p>	<p>Ongoing within 2019/20.</p> <p>July 2019 and March 2020 Committee meetings.</p>
Annual Risk Management Report	Draft the Annual report to Audit and Governance Committee.	March 2020 Committee.
Risk Management Self Assessments	<p>Completion of risk management self assessments against the latest regulatory requirements, best practice guidance, principles and standards.</p> <p>Outcomes/actions to be fed into the updated Risk Management Policy Statement and Strategy and Risk Management Toolkit.</p>	Ongoing within 2019/20.
Risk Management Policy Statement and Strategy	Review and update of the document, considering regulatory requirements, best practice principles, guidance and standards. Final version to be presented to Audit and Governance Committee for approval.	January 2020 Committee.

Area	Action	Deadline/Target
Risk management guidance and support available to staff and Members	Creation of a Risk Management page on the Council's intranet, to include (but not be exclusive to) the up to date Risk Management Policy Statement and Strategy and Risk Management Toolkit.	November 2019.
Risk management support on Council's significant projects	Offer and provision of risk management advice, support and guidance e.g. Together Gloucester, Gloucester Transport Hub, Climate Change Forum, etc.	Ongoing within 2019/20.
Risk management training and awareness sessions programme	Linking with the Council's insurers, Zurich Municipal, to deliver training for: Members; SMT; Gloucester Management Team and Service Managers.	Ongoing within 2019/20.
Service Risk Registers	<p>Provision of guidance and support to service leads to ensure service risk registers are documented for all Council service areas and are updated accordingly.</p> <p>Exercise to be undertaken to confirm that all services have documented up to date service risk registers.</p>	<p>Ongoing within 2019/20.</p> <p>March 2020.</p>
Risk Maturity Model	To ascertain the level of risk maturity within the Council to include a risk maturity self assessment within the Annual Governance Statement assurance statement process. This will enable more focused risk management support to service areas as required.	To be included within the 2019/20 assurance statements.

Area	Action	Deadline/Target
<p>Risk Management responsibilities – the 2<sup>nd</sup> Line of Defence</p>	<p>ARA risk management work will be based on the 3 Lines of Defence risk assurance model, which includes the key objectives (detailed below) on what risk management roles and responsibilities are:</p> <ul style="list-style-type: none"> <li>• Supporting management policies, defining roles and responsibilities, and setting goals for implementation.</li> <li>• Providing risk management frameworks.</li> <li>• Identifying known and emerging issues.</li> <li>• Identifying shifts in the organisation’s implicit risk appetite.</li> <li>• Assisting management in developing processes and controls to manage risks and issues.</li> <li>• Providing guidance and training on risk management processes.</li> <li>• Facilitating and monitoring implementation of effective risk management practices by operational management.</li> <li>• Alerting operational management to emerging issues and changing regulatory and risk scenarios.</li> <li>• Monitoring the adequacy and effectiveness of internal control, accuracy and completeness of reporting, compliance with laws and regulations, and timely remediation of deficiencies.</li> </ul>	<p>Ongoing within 2019/20.</p>

Area	Action	Deadline/Target
	<p>Tasks and targets will be allocated beneath each objective, thus ensuring we are operating in line with this model.</p>	

