

Risk Management action plan 2004/05

Objective	Action	When	Status	Who
Implement an IT based Risk Register to replace existing spreadsheet based risk register. Audit report - R3 <i>Implement new risk management software package and ensure that the risk register is available on the intranet to all officers and members.</i>	<ul style="list-style-type: none"> Sub-group of risk management group to review the IT risk register systems currently on the market. Once suitable system identified, system to be installed and data transferred from existing excel spreadsheet. Initial system users to be identified and training to be provided. Live risk register to be rolled out to senior managers and training provided. As per actions listed above. Risk register to be made available to all officers and members on the intranet. 	Apr 04	Completed	MN / RMG (sub-group)
		Oct 04	On track	MN / Risk Manager
		Nov 04	On track	Risk Manager
		Mar 05	On track	Risk Manager & Risk Champions
		Mar 05		
Recruitment of risk manager.	<ul style="list-style-type: none"> Produce job description for risk manager. Advertise risk manager position. Recruit to risk manager post. 	Mar 04	Completed	MN
Apr 04		Is being re-advertised Jul 04	MN	
Jul 04		Now expected to be Oct 04	MN	
Provide opportunities for shared learning on risk management across the Council.	<ul style="list-style-type: none"> Risk management champions to provide regular feedback of risk management activities to department DMT's. Updates for risk management toolkit to be prepared as necessary and made available to all staff. Regular visits by the risk manager to departments DMT's, team meetings etc to update and advise on cross cutting risks and risk issues. 	Ongoing	Carried out and ongoing	Risk Champions
		Apr 04 & various	Completed	RMG & Risk Manager
		Various	DMT visits started Jul 04	Risk Manager

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<p>Incorporate risk assessment and risk management into Best Value and service reviews and service planning process.</p>	<ul style="list-style-type: none"> Future BVR's to be picked up, and risk manager, risk champions to provide assistance with regards to risk management and risk assessments. Service planning guidance for 2005/06 to be updated with risk assessment documentation. 	<p>Various</p> <p>Oct 04</p>	<p>On track</p> <p>On track</p>	<p>Risk Manager & Risk Champions</p> <p>Risk Manager</p>
<p>Maintain systems for identifying and evaluating all significant risks, including regular audits of the management action plans.</p> <p>Audit report – R4</p> <p><i>Create detailed action plans for the control of each risk on the risk register and establish a system for cost / benefit analysis of control measures.</i></p>	<ul style="list-style-type: none"> Key risks from risk register to be reviewed quarterly by risk management group. Risk assessments from 04/05 service planning to be picked up and added to risk register. Risk profiling workshops to take place with remaining departments to re-assess identified risks and create management action plans for each risk. Audit to carry out ongoing reviews of risk register including the authentication of management action plan targets and completion dates. <i>As per above, risk profiling workshops to take place with departments in the autumn.</i> <i>Workshops to include how to analyse cost against benefits of risk control measures.</i> <i>SMB to review and update current strategic risks.</i> 	<p>Quarterly</p> <p>May 04</p> <p>Jul 04</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Awaiting IT risk register</p> <p>Scheduled for Sep/Oct 04</p> <p>Audit started Jul 04</p>	<p>RMG</p> <p>MN</p> <p>MN & ZMMS</p> <p>Audit & Risk Manager</p>
<p>Further involve Members in the risk assessment process.</p>	<ul style="list-style-type: none"> Toolkit for members to be finalised and distributed. Members questionnaire to be extended to all members. Feedback from questionnaire to be compiled. 	<p>May 04</p> <p>Apr 04</p> <p>May 04</p>	<p>Incorporated into managers toolkit</p> <p>Being reviewed</p> <p>Being reviewed</p>	<p>MN</p> <p>MN & CL</p> <p>MN</p>

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	<ul style="list-style-type: none"> Members seminar/workshop to be arranged to pick up on issues arising from questionnaire and to raise awareness of risk management. 	Sep 04	Being reviewed	Risk Manager
Develop an intranet site specifically for risk management, making available key documents and tools for download.	<ul style="list-style-type: none"> Risk, managed toolkit to be made available on-line. 	Apr 04	Due Aug 04	MN
	<ul style="list-style-type: none"> Risk assessment template to be made available on-line. 	Apr 04	Due Aug 04	MN
	<ul style="list-style-type: none"> Intranet site to be made available containing news, updates and other useful documents, reference. 	Aug 04	On track	Risk Manager
Raise awareness of and reinforce the importance of effective risk management as part of the everyday work of employees, through training, newsletters etc.	<ul style="list-style-type: none"> Current one day training course on risk management to continue through to end of 2004/05 with suitable advertising of course to staff. 	Ongoing	Completed	RMG & External trainers
	<ul style="list-style-type: none"> Content of risk management course to be reviewed and changed if necessary in line with any feedback from delegates or changes to policy. 	Aug 04	On track	MN & Risk Manager
	<ul style="list-style-type: none"> Risk management initiatives (suggestion) scheme to be introduced as a pilot within the finance department. 	Apr 04	Completed	MN
	<ul style="list-style-type: none"> Following pilot scheme, risk management initiatives scheme to be rolled out to all departments. 	Jul 04	Completed	MN
	<ul style="list-style-type: none"> Updates on risk management initiatives to be communicated to staff through various department newsletters and on the risk management web site. 	Ongoing	On track	Risk Manager

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<p>Audit report – R1</p> <p><i>Build on knowledge and experience gained to ensure that risk management is used as basis for key decision making.</i></p>				
<p>Audit report – R 2</p> <p><i>Establish formal arrangements to ensure that incident reporting arrangements are fed directly into risk assessments.</i></p>				
<p>Audit report – R5</p> <p><i>Ensure that findings from risk monitoring at the top levels of the Council are effectively fed back to the risk management group.</i></p>				

Key:

MN – Mark Nicolson, Risk & Insurance Manager

CL – Chris Lee, Assistant Chief Executive

RMG – Risk Management Group

ZMMS – Zurich Municipal Management Services