

RISK MANAGEMENT ACTION PLAN
(IN RESPONSE TO INTERNAL AUDIT REPORT TITLED RISK MANAGEMENT 2006/07)

Appendix A

Recommendation	Action required	Completion Date	Responsible Officer	Progress
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New recommendations were made in the 2006/07 Internal Audit Report & External Audit (Use of Resources). The action plan has been updated to include both the new actions and actions not yet completed from previous action plan. Completed actions are listed at the end of open actions.

<u>Risk Strategy</u>				
Review & Update the Risk Management Strategy	Review and update the current Risk Strategy.	December 2007	Performance Manager (PM) & Risk & Performance Officer (RPO)	Various component parts of the new strategy have been completed however it was not finalised in time to present to the Audit Board for discussion as expected.
Bfwd: Provide measures to scoring process for assessing impact and likelihood of risk occurring.	Appropriate Measures need to be determined and agreed. Scoring Definitions to be introduced on service plan templates. Revised Implementation Date: January 2008 Risk Assessments	Progress Report going to Management Team mid November 2007.	PM /RPO	A revised risk matrix has been selected for approval, as has a draft matrix that provides measures for the scoring process.

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<p>Bfwd: The Strategy needs to include the management of common risks, how they will be identified, and who will manage and be responsible for them.</p>	<p>To be considered.</p> <p>2007-08. Review of Risk Strategy</p>	<p>Report To Management Team</p> <p>November 2008</p>	PM/RPO	<p>A list of corporate (common) risks has been drawn up along with a suggested method of treatment. This will form part of the overall strategy and cannot be approved until the strategy is finalised and the full set of documents are discussed as one process.</p>
<p><u>Risk Assessment</u></p> <p>Bfwd:</p> <p>Establish a process to identify common/shared risks and to manage them</p>	<p>To be considered.</p> <p>2007/08 Risk Strategy Review</p>	<p>Report to Management Team</p> <p>November 2008</p>	PM/RPO	<p>As above.</p>
<p>Bfwd:</p> <p>Define risk assessment measures for likelihood and impact scores and how these are to be used in the risk assessment process.</p>	<p>Review of 2007/08 Risk Strategy</p>	<p>Report to Management Team</p> <p>Revised Date: November 2007</p>	PM/RPO	<p>Various component parts of the new strategy have been completed but not finalised in time to present to the Audit Board for discussion as expected.</p>

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<u>Training</u>	A review of all training needs to be undertaken for Members/Officers	Revised Date: February 2008	RPO	A list of roles which require training based on the current process has been drawn up. However training will not be provided until a revised strategy is in place, to ensure the training is appropriate for the new risk management process.
	Develop a training program based on the "needs assessment"	Revised Date: February 2008	RPO	As above
	Develop an on-going training programme that will take into account "new starters and refresher" training needs	Revised Date: March 2008	RPO	As above

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<u>Reporting Framework</u>	Compile a report of all key corporate risks to the Audit board at the earliest opportunity after the data entry of all 2007/08 service plan data.	November 2007 (this assumes the corporate plan will be approved October 2007)	RPO	Interim corporate plan still in situ. Definition of corporate risk needs to be more clearly defined before undertaking this on new corporate plan. The definition will be addressed in the new strategy.
	Develop the process to enable strategic partnership risks to be identified	Feb 2008	RPO	A Partnership Protocol has been drafted but not yet approved. The protocol includes a toolkit to both identify the level of risk likely to be attached in entering into a partnership and the level of control needed for category of partnership. This will identify the key partnerships in operation at the Council. Risk assessments on objectives will then need to undertaken by the partnership board. The Strategy (yet to be agreed) addresses overall monitoring by use of a central partnership register

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Recommendation	Action required	Completion Date	Responsible Officer	Progress
	Review process for identifying key business risk & report format to be presented to Management Team and Members	September 2007	RPO	<p>A revised reporting format has been provided to this meeting for discussion.</p> <p>Agreement on the reporting format for Management Team has been reached and will be provided quarterly in line with the Audit Board meetings.</p>

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Completed Actions

<u>Project Plan</u>	To amend current action plan to include current years audit recommendation	May 2007	RPO	Completed
<u>Risk Strategy</u> Review & Update the Risk Management Strategy	Remind service managers of the need to complete the notes on updating both risk scores (quarterly) and action updates (monthly)	May 2007	RPO	Completed
<u>Risk Assessment</u>	All Directors will be reminded of their responsibility to ensure a service plan with the risks section completed is produced in timely fashion by each Head of Service.	April 2007	Head of Finance & Resources	Completed