

Updated Risk Management Action Plan 2013/14

Action	Lead	Original Date	Comments and Revised Date
1. Risk software - Launch			
Introduce new In-phase risk software	Management Information Services Manager	July 2013	Rolled out to City Services, EDR, ACFS and Public Health. Known service risks already uploaded centrally. Contingency plan in place to secure rollout to Resources Directorate and to pick up any stragglers/new appointees. Expected timescale: Jan 2014
Provide training to In-phase users	Management Information Services Manager	July 2013	Users provided with technical training during Inphase rollout. Also reminded about e-learning on the principles of risk management. This will continue as the rollout is resumed. Expected timescale: Jan 2014
2. Risk Training			
Brief Assistant City Managers and City Managers on new risk roles and responsibilities	Assistant City Manager (Audit and Fraud)	July 2013	Stalled due to delays in rolling out the system. However, ACMs and CMs in the departments that have already received the system have been briefed at the time of rollout. Expected timescale: Jan 2014
Ensure risk training is delivered as per risk training plan	Learning and Development Manager	Ongoing until March 2014	Delayed due to stalled rollout of the system, but if the rollout resumes Dec/Jan as expected, this could still be achieved by the end of March 2014.
3. Risk software - Embedding			
Input all service and Directorate risks into new electronic risk system.	Assistant City Managers	July 2013	Initial lists were uploaded into InPhase at time of launch. Services update for any corrections / additions, but this cannot happen in some areas until the rollout is resumed. Procedures agreed by CRMG for project risks.
Input all strategic risks into new electronic risk system.	Management Information Services Manager	July 2013	Initial strategic risks uploaded, but will need regular updating as these are revised.

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Record all risk escalations on system	Assistant City Managers	Ongoing, June, Sep, Dec, Mar 2014	Services with full access to InPhase have confirmed that this is happening. Once the rollout is complete, including auditor access to the system, this can be verified through ongoing audit work.
4. Collate and analyse Risk Information			
Update team Risk register and escalate relevant risks	Assistant City Managers	June, Sep, Dec, Mar 2014	Quarterly risk reviews from Sept 2013 in some areas, but stalled in others pending full rollout of InPhase. Expected full rollout by March 2014.
Update Service Risk register and escalate relevant risks	City Managers	June, Sep, Dec, Mar 2014	
Update Directorate Risk register and escalate relevant risks	Senior Leadership Teams (SLT)	June, Sep, Dec, Mar 2014	Process to manage cross-cutting/directorate-level risks will require further review under the new senior management structure. Aim to review by Mar 2014.
Update Strategic Risk register and escalate relevant risks	Corporate Strategy Team (CST)	June, Sep, Dec, Mar 2014	Strategic risks added to InPhase but not reviewed yet. Will be reviewed when the rollout is complete. Many of the current strategic risks are inherently static. Aim to review by Mar 2014.
5. Risk Assurance - Audit			
Produce audit plan for key Council risks	Assistant City Manager (Audit and Fraud)	June 2013	An audit plan was produced in consultation with service areas to identify key risks for 13/14. In future this will be updated with reference to the risk registers on InPhase as a key source of information.
Carry out planned audits	Risk Auditors	31 st March 2014	Audit plan is being delivered. However, the audit activity to appraise risk management activity within the context of the audit plan has been deferred pending full rollout of the InPhase system. Expected date: before May 2014
Chase and close out actions from audits	Risk Auditors	Ongoing during 2014	
Agree role of CRMG (or its replacement) going forwards	CRMG / OSR	September 2013	Agreed to close down this group w.e.f. Nov 2013, but meetings of the risk community will continue to discuss operational issues, e.g. InPhase issues. Other matters to be taken to City Managers' meetings.