DISTRICT OF EASINGTON

RISK MANAGEMENT TRAINING PROGRAMME

Module 1: Induction – "An Introduction to Risk Management at Easington"

Module 1 provides the starting point for Risk Management within the training programme. The session outlines what actually constitutes a risk, the definition of what Risk Management is and how this fits into the Council's day-to-day work. The induction module also summarises the main parts of the Council's Risk Management arrangements such as the Strategy, STORM methodology, Risk Register and details of further training available within the programme.

It is suggested that these sessions are included within the induction session for new starters to the Council and are 15-20 minutes in duration. A Risk Management reference booklet that is included in the induction pack accompanies this module.

Module 2: "STORM Methodology"

Module 2 provides an introduction to Risk Management and a discussion around the drivers of Risk Management within the public sector, including CPA requirements. Specifically the will introduce the STORM methodology and take delegates through the process step by step. How the process applies to service planning will be discussed along with other uses of Risk Management such as Project Management, Procurement etc.

It is suggested that these sessions are 3 hours in duration. A STORM methodology guidance manual accompanies this module.

Module 3: "Risk Register Software"

Module 3 provides an in depth, fully interactive session, covering the Council's Risk Management software that is used to capture and monitor it's risks. Once risks have been identified and profiled in the STORM Methodology training module, they are then included on Risk Register, which acts as the central repository for Easington's risks. Module 3 covers the complete end to end process from entering a risk to setting up monitors for review as well as creating risk assessment sheets and reports.

It is suggested that these sessions are 3 hours in duration. A Risk Register User Guide accompanies this module.

Module 4: "Interactive Risk Management Training including Risk Register Software Training"

Module 4 provides a fully interactive combination session incorporating both STORM Methodology and Risk Register training. These sessions will take staff through the STORM Methodology and will at each stage demonstrate how the information developed should be entered onto the Risk Management software used by the Council. Module 4 is designed as a very practical session on how to develop and complete risk assessments.

It is suggested that these sessions are 3 ½ hours in duration. The STORM methodology guidance manual and Risk Register User Guide accompany this module.

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Module 5: "Risk Management Induction for Newly Elected Members"

Module 5 provides an overview for new members as part of the member induction programme on risk management, the Council's arrangements for managing risk and a summary on the role of an elected member regarding risk management. This module is preparatory for module 6, although it is not essential that this be completed before then.

It is suggested that these sessions are 45 minutes in duration, included as part of the Members induction programme. A Risk Management reference booklet that is included in the induction pack accompanies this module.

Module 6: "Member Risk Management Awareness Session"

Module 6 provides a three-fold objective for Council members;
o To provide Council Members with an awareness of Strategic Risk Management.
o To introduce the Risk Management methodology being used at the District of Easington.
o Discuss and understand the role of members regarding Strategic Risk Management.

Module 6 is designed to be interactive and will cover the drivers for Risk Management within the public sector and introduce the CPA requirements. Members will be taken through the methodology being used at Easington in an interactive session that brings the methodology to life.
Risk Management at both Strategic and Operational levels will be explored, and how their combination gives an overall picture of risks facing the Council. Finally, the roles of members in terms of Risk Management activity will be addressed.

It is suggested that these sessions are 3 hours in duration.

Module 7: "Audit Committee – Risk Management Training and Self Assessment"

Module 7 provides Audit Committee members with an interactive overview of Risk Management relating to their function. The training covers the drivers for Risk Management within the public sector and will introduce the CPA requirements and best practice in terms of Risk Management approaches. The Audit Committee's specific Risk Management responsibilities are also addressed. Using the STORM methodology, members of the Audit Committee will undertake their own risk assessment of delivering the Audit Committee functions. Completing the self-assessment in this way will not only bring the methodology to life, but also produce a useful risk assessment.

It is suggested that these sessions are 2 - 3 hours in duration. An Audit Committee risk assessment will be produced during the course of this module.