

# Item no

Report to: **Audit Committee**  
Date: **25 January 2007**  
Report of: **Principal Administrative Officer**  
Subject: **Risk Management Progress Report**  
Ward: **All**

## 1 **Purpose of Report**

- 1.1 To update the Audit Committee on the Council's approach to managing risk, the use of 'Risk Register', risk management training and the implementation of the Council's Risk Management Strategy.

## 2 **Consultation**

- 2.1 In preparing this report I have consulted with the Executive Member for Improvement, Head of Democratic Services and Administration and Director of Finance and Corporate Services.

## 3 **Background**

- 3.1 This report is one of a quarterly series of reports to Audit Committee and provides an update on how the Council's Risk Management Strategy is being developed and highlights progress against the following areas

Risk Register Software

Risk Management Training Programme – Members and Officers (and Partners)

Management Action Plans for Corporate Risks, Service Plans and other projects and work areas

## 4 **Risk Management Strategy and Policy**

- 4.1 The Council's updated Risk Management Policy and Risk Management Strategy were adopted by the District Council on 2 November 2006.

## 5 **Corporate Risk Management Action Plans and Service Plan Risks – 'Risk Register' Software**

- 5.1 There continues to be some slippage in the completion of the Management Action Plans using Risk Register. It is clear that, the risks are being effectively managed and that risk management is well embedded. The difficulty primarily appears to be the use of the software and the fact that more information is captured to enable the full functionality of the software to be utilised.

- 5.2 To try and address the issue, the Risk Management Strategy Steering Group (RMSSG) have provided a final deadline of end of January for all the Corporate Risks and Service Plan Risks to be captured on the Risk Register.

Full support and assistance has been made available to all users. The final deadline is to be reinforced by Management Team and the relevant Executive Portfolio holders.

5.3 In addition, a collaborative training session has been developed to provide 'STORM' training and apply this in a practical and direct way to Risk Register.

5.4 The joint Audit Committee/Risk Management Strategy Steering Group workshop is still to be arranged and it is anticipated that this will be arranged in the next 2/3 weeks.

## **6 Risk Management Training Programme**

6.1 Successful delivery of the initial Member Awareness and Audit Committee Member training took place on 1 and 6 November respectively. Further Member awareness training is to be rolled out to all Members as part of the Member development induction and training arrangements later this year. More specific training and support to the Audit Committee will be developed as required.

6.2 The first two Interactive Risk Management Training sessions – STORM and Risk Register have been arranged for 7, 8 and 9 February. Regular tuition, support and assistance continues to be provided by the Principal Administrative Officer and his team.

## **7 'Risk Register' Software**

7.1 The need to address the 'management of change' issues arising from the use of 'Risk Register' has been considered in detail by the RMSSG and a quick gap analysis is to be carried out over the next 2 weeks to determine the key problems and issues to be addressed.

## **8 Implications**

### **8.1 Financial**

There are no financial implications arising directly from the report. Any cost implications have been dealt with under existing budgets.

### **8.2 Legal**

There are no direct legal implications arising from this report however there is a legal obligation on the Council to ensure it effectively identifies and manages its risks.

### **8.3 Policy**

There are no direct policy implications arising from this report.

### **8.4 Risk**

There are no specific risks arising from the report however, the need to effectively manage and improve the use of 'Risk Register' is critical to the Council's Risk Strategy and Policy.

## 8.5 **Corporate Plan and Priorities**

These proposals are consistent with the Council's Mission, Priorities and Objectives. In particular the proposals are consistent with:-

Priority 2	Striving for Excellence in the Workplace
SFE2	To develop the capacity to achieve in the organisation
SFE3	To ensure the corporate health of the Council through sound and ? financial management

## 8.6 **Equality and Diversity**

There are no direct equality and diversity issues arising from the report.

## 8.7 **E-Government**

There are no direct e-government issues arising from this report. The ? and roll out of risk management software supports the e-government agenda.

## 8.8 **Procurement**

The procurement of the facilitated training sessions complies with the Council's procurement code of practice and Standing Orders for Contracts.

## 8.9 **Communication**

The relevant issues arising from this report will be communicated to all appropriate parties.

## 9 **Conclusion**

9.1 The report updates Audit Committee on the Council's approach to managing risk and how it intends to comply with the adopted Policy and Strategy. In addition, the report identifies the slippage issues associated with capturing management action plans and service plan risks on Risk Register and the action being taken to address this.

## 10 **Recommendations**

10.1 Audit Committee is requested to:

- Consider and note the content of the report
- Note the progress being made and the issues raised
- Note the proposed interactive training (STORM<=>Risk Register) planned for 8 and 9 February

## **Background Papers and Documents**

Unit files  
2006 Corporate Risk Review  
Risk Register  
Risk Management Training file