

Function	Corporate & Service Plan Objectives	Project/Tasks	Priority Rating	Target Date	Review Date	Action Required	Accountable Person	Measurable Outcome	Progress To Date	Actual Completion Date	Progress Since Previous Audit Committee Date: 22nd May-08	Progress / Slippage From Previous Update	
RISK MANAGEMENT	1 GRL1 - Provide support to the Governance and decision making functions of the Council	1.1	Re-establish and provide support to the Risk Management Strategy Steering Group (RMSSG).	D 2	02.11.05	Annually	Determine representation on group / arrange meeting / agree admin support / Prioritise agenda items / Corporate risk review / review software requirements / SIC / CPA / Determine assurance function / schedule meeting / partnership risks / Communicate refocus and timetabling on RMSSG/ Schedule of meetings agreed.	Stuart Wardle	RMSSG meeting is held with appropriately prioritised agenda and measurable outcomes detailed in minutes. Project Plan adherence. Quarterly report to Audit Committee.	RMSSG meetings synchronised to commence 2 weeks before quarterly Audit Committee meetings. RMSSG meeting scheduled for 17/09/08	01.01.07	RMSSG meeting held on 17/09/08 to consider draft summary of Corporate, LGR and Service Plan risks in accordance with the draft CRR Timetable.	
		1a	Outcome 2 - Develop risk management to ensure it remains an integral part of business processes and decision-making.	1.2	Report on risk management progress and liaison with Audit Committee.	B 2	01.01.06	Annually	Regular progress reports to Audit Committee. Develop Audit Committee Risk assurance work programme	Stuart Wardle	Audit report (Use of Resources- KLOE) confirm Councils arrangements are adequate. Local Code of Governance. Risk Management Progress Reports integrated with Audit Committee Work Programme.	Further development via Risk Mgt Performance Workplan to monitor and report progress to Audit Committee implemented Jan-08. Risk Management Progress Reports have been included in the Audit Committee's Work Programme.	Jan-08 (updated from May-06)
	1b	HLA 2 - Develop and keep under review Risk Management Strategy	1.3	Develop future Audit Committee links.	D 2	01.02.06	6 Monthly	Report to RMSSG / Link to political management review – Annual Meeting of Council.	Stuart Wardle	Develop future Audit Committee links. Ensure risk strategy is integrated with Audit Committee & Internal Audit processes and work programmes.	Quarterly Risk Management progress reports included in Audit Committee work programme	May 06 and ongoing	Link with Task 1.2
			1.4	Facilitate Corporate Risk Review.	A 2	19.12.08 (Updated from 30.11.08)	05.12.08 (Updated from 14.11.08)	Create Risk Management Action Plans. Corporate Risk Review arranged with RMSSG. Corporate Risk Review arranged with Management Team. Corporate Risk Review arranged with Executive.	Stuart Wardle	Risk Management Action Plans created. CRR completed. Risk Register updated.	Service Planning Risks completed 20/09/07 and updated in 2008 prior to the CRR. Impact of the LGR has led to the Executive and MT "desktop" reviews being postponed from Nov 2007. Draft CRR Timetable created, RMSSG, Management Team and Executive have reviewed, considered and re-profiled the Councils Corporate, LGR and Service Plan risks in accordance with the Council's Risk Management Strategy. The Executive confirmed and approved the Council's Corporate Risk Review 2008 on 14-Oct. Transferral of risks onto Risk Register software completed 12th December.	Oct-08	Completed 14/10/08
	1.5	Risk Management Action Plans are monitored and reviewed	B 2	30.09.07	Quarterly - May-08	Effective assurance arrangements are in place to monitor and review key risks across the Council, including LGR implications.	Stuart Wardle Gordon Fletcher	Assurance obtained that risks are effectively managed, monitored and reviewed. Risk assessments are appropriate & effective. Resolution of issues arising from Internal Audit Report	Audit Committee review progress on the top 4 Key Corporate risks. Internal Audit provide assurance via RMSSG. Risk Management arrangements to be reviewed as per Internal Audit work plan and additional assurance provided by audit report on quarterly basis. Internal Audit have no further Risk Management reviews planned, however the Council's Annual Governance Statement is scheduled for approval on 26.03.09	Refer to Internal Audit work plan	Completed 14/10/08	Risk Management arrangements to be reviewed as per Internal Audit work plan and additional assurance provided by audit report on quarterly basis. Internal Audit have no further Risk Management reviews planned, however the Council's Annual Governance Statement is scheduled for approval on 26.03.09	
	1.6	To provide risk management support to Council's Service Units and Partners	B 2	Mar-07	Quarterly	Raise awareness of RM function. Undertake unit review / survey and provide guidance. Create capacity to support LGR.	Stuart Wardle	Council's practical application and understanding of RM is enhanced with measurable benefits / Review of Risk Mgt Function (BVRSS)	BVRSS report approved by Executive April -08 which details the Governance, Risk and Legal Unit.	Sept 06 and Ongoing			
	1.7	Develop Risk Management Training in accordance with Risk Strategy	A 2	30.09.08 (Changed from 30.06.08)	17.09.08 (Changed from 14.06.08)	Develop & Implement appropriate training programme and resource for: Employees, Members, Partners and induction. Training to be proportional to LGR.	Stuart Wardle	Training programme and resource in place and training completed and monitored and reviewed for effectiveness.	Rolling Training Programme completed and subject to annual refresher Sept 07. Member Awareness Session completed 22/11/07. Refresher AC Training completed 17.01.08. New AC Member Training completed 24.01.08. Staff RM Induction Manuals circulated to personnel Mar-08. Member RM Induction manuals circulated to Councillors June-08	Sept 07 and Ongoing	Moved from C2 To A2 Feb-08	Member RM Induction manuals circulated to Members June-08	
	1.8	Ensure responsibility for managing risk is included in appropriate job descriptions or a core management competency	C 2	Mar-08	April 08	Liaise with HR to include Risk management in appropriate job descriptions & core competency framework	Stuart Wardle	Risk Management is included within appropriate job descriptions.	Confirmation received from Head of HR to include responsibility for R Mgt in JD's for Service Heads & Functional Managers	01.08.07		Subject to review.	

RISK MANAGEMENT	2	GRL3 - To effectively manage and continually improve the Unit's services	1.9	Review Risk Management training needs.	C 2	Oct-07	Nov-07	Perform gap analysis ("where we are, where we need to be, how do we get there"). Complete Corporate Risk Management training needs analysis. Develop staff and Member Risk Management manual.	Stuart Wardle	Service Unit Gap analysis report with SWOT and STEEP inclusion. Training needs analysis completed. Integrate needs analysis into established Risk Management Training Programme. Risk Management training in the context of the LGR. Staff / Member Risk Management manual developed and circulated.	Service Unit questionnaire completed and utilised to develop future training plan/options. Inclusion of training needs proforma in induction manual. Ad Hoc advice, training and support carried out to Services Heads on request.	Oct 07 and Ongoing	Amber To Green Oct-07	Link to Task 1.7.			
			1.10	Engage appropriate Council staff in the effective use of Risk Register software.	E 3	Mar-07	Quarterly (Updated From Aug-07)	Undertake service unit review / survey on RM / assess outcomes of RM usage and their measurable benefits / Develop staff and Member Risk Management manual. / Develop Risk Register User manual. Ongoing Risk Management support provided by the Governance, Risk and Legal Function, proportionate to LGR.	Stuart Wardle	Risk software fully integrated and utilised within Councils Risk Management process. Staff / Member Risk Management manual developed and circulated. Risk Register User manual developed and circulated. Outcomes/recommendations of Internal Audit Report	Slippage with Service planning risks and use of Risk Register by Services. Provision of direct support by Risk Mgt function to capture risks and management action plans continues to be provided to ensure achievement of tasks. Risk Register user manual developed and circulated. Internal Audit Report submitted Mar-08 Link to Task 1.11	May-08	Completed May-08	Training reprioritised due to findings in draft Internal Audit Report 5.5.3 - "some managers still had difficulty in operating the Risk Management software". Pragmatic approach has led to Risk Management function collecting service plan risks from HOS and inputting these onto Risk Register where necessary. Link to Task 1.11			
			1.11	Provide dedicated support and ongoing training to Risk Register software users.	C 2	Mar-07 and Ongoing	Quarterly	Provide dedicated support and ongoing training to Risk Register software users proportionate to LGR.	Stuart Wardle	Risk software users are provided with ongoing support and training in order to fully utilise Risk Register in their management of risks.	Direct support provided by Risk Management function to HOS to assist with capture of risks and management action plans.	Mar 08 and Ongoing	Amber To Green Mar-08	Dedicated support to Service Heads provided by Risk function enables the Council's Service Plan and Corporate risks to be captured onto the Risk Register software.			
			1.12	Strengthen Corporate approach to risk, report to Management Team and link to Corporate Governance.	A 2	30.07.06	01.09.06	Raise awareness of RM function. Undertake unit review / survey and provide guidance / link to RMSSG / Link to Local Code of Governance.	Stuart Wardle	Management Team approval to revised Risk Management approach. Risk Management function has capacity to deal with work plan. Risk Management linked to Local Code of Governance.	Review of Risk Mgt Function pending BVRSS. Risk Management included in draft Local Code of Governance Mar-08 Risk Management arrangements included in new Governance, Risk and Legal structure. Identified as a priority under BVRSS.	Mar-08		Risk Management included in approved Local Code of Governance May-08. Risk Management identified as a priority area in the BVRSS. New BVRSS Reported approved Apr-08. Governance, Risk and Legal structure implemented April-08.			
			2a	Outcome 4 - Improved effectiveness and efficiency in service delivery.													
			2b	HLA 4 - Implement improvements in service design, performance management and service process as outlined in BVRSS Improvement Plan.													
			2c	To ensure performance management principles are integrated within the risk management function.													
			2d	Improve budget service planning and provide Value For Money.													
						2.1	Roll out risk software to Authority using a project planned and phased approach	B 2	01.04.06	01.06.06	Draw up project plan / liaise with software company for training / identify delegates / communicate effectively.	Stuart Wardle	RSL risk management software rolled out to all nominated delegates within time and budget constraints	RSL risk management software rolled out in accordance with project plan. Link with Tasks 1.10 and 1.11.	Nov-06		
						2.2	To adopt a project & performance management approach to risk management	C 2	Ongoing	31.06.07	Use project & performance management principles in planning and implementing risk measures. Creation of risk work plan. Monitor and update risk work plan.	Stuart Wardle	Project deliverables met. Risk work plan developed. Work plan regularly reviewed, monitored and updated.	Production of Risk Management Performance Work Plan 28.09.07	Sept 07 and Ongoing		
			2.3	Evidence of performance and use of performance management.	B 2	30.06.08 and Ongoing	17.06.08 and Quarterly	To seek Council approved Statement of Internal Control. Review risk assessments against target scores. Identify links to other functions and service units including cross-functional links within Democratic Services and Administration. Ensure measurable outcomes are in place. Undertake appropriate benchmarking. Consider entry for recognised Charter / award i.e. ALARM etc.	Stuart Wardle	Successful performance delivery and measurable achieved / Risk assessment carried out and targets achieved / illustrates performance. Resolution of actions within timescales of risk management work plan. Positive feedback from customers via customer satisfaction monitor.	Production of Risk Management Performance Work Plan 28.09.07. Positive feedback received from staff and members relating to risk management function via customer satisfaction monitor and training evaluation feedback. ALARM benchmarking exercise completed and summary report completed June -08	Sept 07 and Ongoing		Positive feedback received from HOS with regard to the RM support arrangements in place. ALARM North East benchmarking exercise completed and DOE performed well - refer to Summary Report June 2008 for details.			
			2.4	Effective budget monitoring	B 2	Ongoing	Monthly	Ensure effective budget monitoring is in place.	Stuart Wardle	Budgets effectively managed. Monthly budget returns submitted on time.	Monthly budget monitor in place for Risk Mgt Function	Ongoing		Monthly budget monitor submitted on time.			
			2.5	Review, evaluate and maintain the units information management arrangements in relation to Risk Management to ensure adequate filing manual and electronic storage, security, monitoring and review mechanisms are in place.	D 3	Ongoing	Quarterly	Review, develop, monitor and maintain the units electronic folder on the Councils T; drive and ensure that the filing system can be navigated in a user-friendly manner. Review, develop, monitor and maintain existing unit manual filing arrangements. Ensure links to Information Management / LGR corporate approach. Archive key files in context of LGR onto removable storage i.e. CD -Rom	Stuart Wardle	Revised T; drive filing structure created, mapped and full engagement of unit staff. Files can be quickly and easily stored and retrieved. Key files archived onto CD-Rom. Manual cataloguing system reviewed. Manual files reviewed and archived as appropriate.	Existing electronic filing system reviewed September 2007. Migration of electronic files into central repository on shared drive Sept-07	Sep-07					
			2.6	Review and monitor Risk Management information on the Councils intranet and website to ensure it is current and up to date.	C 2	30.11.08 (Changed from 28.08.08)	30.10.08 and Quarterly	Identify staff to update website. Review current arrangements / paper documentation / Gap analysis. Conduct Benchmarking / Best Practice with peer authorities. Draft website page content for unit work areas. Staff to undertake "Tridion" training to facilitate website updates. Develop and update web pages. Consider making available appropriate intranet information through the Council's website.	Stuart Wardle	Risk Management information captured on Council intranet and website. Information is current and up to date.	Creation of Risk Management intranet site Sept-06. Risk Management webpages developed and included within the Governance, Risk and Legal Function area on the Council's website 7-Oct-08.	Oct-08	Completed 07/10/08	Risk Management webpages developed and included within the Governance, Risk and Legal Function area on the Council's website			

3	Achievement of Use of Resources - Key Lines of Enquiry (Ref: KLOE 4.1 and 4.3 "The Council manages its significant business risks")	3.1	The council has adopted a risk management strategy / policy that has been approved by members. (LEVEL 2)	D 2	Dec-06	Jan-09 (Updated from Dec-06)	Update and adopt revised Council Risk Strategy and Policy.	Stuart Wardle	Updated Risk Strategy & Policy in place and adopted by Council	Reviewed Jan-08.	Jan-08 (Updated from Nov-06)			
		3.2	The risk management strategy/policy requires the council to: (LEVEL 2)											
		3.2.1	Identify corporate and operational risks.	D 2	Dec-06	Jan-09 (Updated from Dec-06)	Include as part of updated Risk Strategy	Stuart Wardle	Included as part of updated Risk Strategy adopted by Council - November 06	Reviewed Jan-08.	Jan-08 (Updated from Nov-06)			
		3.2.2	Assess the risks for likelihood and impact.	D 2	Dec-06	Jan-09 (Updated from Dec-06)	Include as part of updated Risk Strategy	Stuart Wardle	Included as part of updated Risk Strategy adopted by Council - November 06	Reviewed Jan-08.	Jan-08 (Updated from Nov-06)			
		3.2.3	Identify mitigating controls.	D 2	Dec-06	Jan-09 (Updated from Dec-06)	Include as part of updated Risk Strategy	Stuart Wardle	Included as part of updated Risk Strategy adopted by Council - November 06	Reviewed Jan-08.	Jan-08 (Updated from Nov-06)			
		3.2.4	Allocate responsibility for the mitigating controls.	D 2	Dec-06	Jan-09 (Updated from Dec-06)	Include as part of updated Risk Strategy	Stuart Wardle	Included as part of updated Risk Strategy adopted by Council - November 06	Reviewed Jan-08.	Jan-08 (Updated from Nov-06)		RM Strategy reviewed by RMSSG Jan-08. No changes.	
		3.3	The council maintains and reviews a register of its corporate business risks linking them to strategic business objectives and assigning ownership for each risk. (LEVEL 2)	A 2	14.10.08 Updated from 30.09.08)	22.09.08 (Updated From 01.09.08)	Risk Register is kept up to date and informs desktop Annual Corporate Risk review with Mgt Team, Executive. Ongoing Risk Management support provided by the Governance, Risk and Legal Function, proportionate to LGR.	Stuart Wardle	Council's Risk Register is up to date and linked to Strategic Business Objectives	Corporate Risk Review 2008 completed 14/10/08. - Ref. Task 1.4 for details.	Oct-08	Completed 14/10/08	Corporate Risk Review 2008 completed 14/10/08. - Ref. Task 1.4 for details.	
		3.4	Member responsibility for corporate risk management is identified in the terms of reference of one or more committees as appropriate. (LEVEL 2)	D 3	May-06	May-06	Include within Audit Committee terms of Reference and Executive Member Portfolio.	Stuart Wardle	Terms of Reference For Audit Committee and Executive portfolio include appropriate responsibilities. Council Constitution.	Terms of Reference reviewed on "as and when" basis and updated in the council's Constitution.. Council Constitution subject to continuous ongoing review.	May 05 May 06 and Ongoing			
		3.5	Reports to support strategic policy decisions, and project initiation documents, include a risk assessment. (LEVEL 2)	C 3	2003	Jan-08 (Updated From 2003)	"All Reports, Projects, Decisions and activities are effectively risk managed and reviewed in accordance with the Council's Risk Management Policy & Strategy"	Stuart Wardle	All relevant Reports, Projects, Decisions & Activities include an appropriate Risk assessment	Risk Management Policy reviewed Jan-08.	Jan-08 (Updated from 2003)		RM Policy reviewed by RMSSG Jan-08. No changes.	
		3.6	The risk management process is reviewed and updated at least annually. (LEVEL 3)	C 3	Dec-07	Jan-08	RMSSG Terms of Reference includes need to keep under review effectiveness of Strategy & Policy	Stuart Wardle	RMSSG Review have reviewed annually the effectiveness of the Councils existing Strategy & Policy and recommended changes as required	Terms of reference reviewed & considered by RMSSG on 07.01.08 - no changes proposed.	Jan-08		Terms of reference reviewed & considered by RMSSG on 07.01.08 - no changes proposed.	
RISK MANAGEMENT	Achievement of Use of Resources - Key Lines of Enquiry (Ref: KLOE 4.1 and 4.3 "The Council manages its significant business risks")	3.7	The risk management process specifically considers risks in relation to significant partnerships and provides for assurances to be obtained about the management of those risks. (LEVEL 3)	B 2	28.02.09 (Changed from 31.12.08)	30/01/09 (Changed from 31.11.08)	Review resource to manage Partnerships and the assurance arrangements for managing risks therein as part of Review arising from BVRSS. Link to Partnerships workplan and promote links.	Tom Bell Stuart Wardle	Resources identified and arrangements in place to identify partnership risks and establish assurance framework as part of Partnership Framework & Local Code of Governance. Additional assurance obtained via annual audit and inspection letter. Progress identified as part of BVRSS. Council has adopted Partnership Framework, which includes Partnership risk Assurance in place for Key/Significant Partnerships.	Further work required to comply with Partnership Framework. Assurance obtained on consideration of risk relating to significant partnerships via annual audit and inspection letter. First draft Partnership Action Plan completed @ 30.09.08. Linked with Partnerships work plan Council has adopted Partnership risk Partnership Action Plan completed. See Partnership Action Plan for more detail	Feb-09	Amber to Green Feb-09	Further work needed to consider "other" Partnerships. Linked with Partnerships work plan which includes Partnership risk (May-08). First draft Partnership Action Plan completed @ 30.09.08. Partnership action Plan completed February 2009. Partnership checklists completed for Key Partners Feb 2009 See Partnership Action Plan for more detail	
		3.8	All appropriate staff are given relevant training and guidance to enable them to take responsibility for managing risk within their own working environment. (now bold). (LEVEL 3)	C 3	In Place & Ongoing	Nov-07	Include as part of Risk Workplan Project/Tasks 1.7, 1.10 and 1.11. Consider Risk Mgt as part of Corporate Employee Induction. Rolling Training Programme. Implementation of Risk Management Induction Training for new Council staff. Ongoing Risk Management support provided by the Governance, Risk and Legal Function, proportionate to LGR.	Stuart Wardle	Relevant training provided to appropriate staff and included as part of corporate employee induction.	Staff and Member induction pack completed Jan-08. Risk Management Training Programme completed Dec-07	Jan-08	Updated Jan-08	Link to Task 1.7.	
		3.9	The members with specific responsibility for risk management have received risk management awareness training. (LEVEL 3)	D 3	In Place & Ongoing	Jan-08 (Changed From Nov-07)	Training in place ... keep under review as part of Risk Workplan Project/Tasks 1.7, 1.10 and 1.11. Consider refresher training.	Stuart Wardle	Appropriate training provided to Members. Formal training record in place. Member training fully included in Risk Management Training Programme: 1. Audit Committee (New Members) 2. Audit Committee (Refresher Training) 3. Member Induction (New Members) 4. Member Awareness (Existing Members) Develop Risk Management Member Induction manual.	Updated Risk Management Member Induction manual developed Jan-08 and to be circulated to Members June-08 after annual meeting. Refresher Audit Committee Training completed 17.01.08 New Audit Committee Member Training completed 24.01.08 Member Awareness Sessions completed Nov-07.			Link to Task 1.7.	



	3.10	Members with responsibility for corporate risk management receive reports on a regular basis and take appropriate action to ensure that corporate business risks are being actively managed, including reporting to full council as appropriate. (LEVEL 3)	E 3	In Place & Ongoing	Nov-07	Training in place ... keep under review as part of Risk Workplan Project/Tasks 1.7 and 1.10	Stuart Wardle	Progress reports to Audit Committee / Executive Member For Improvement sits on RMSSG / Feedback mechanism in place to all Executive Portfolio Members.	Quarterly Risk Mgt Progress Reports to Audit Committee. Key Corporate Risks considered as part of Audit Committee Risk Assurance Work Plan					
	3.11	A senior officer and member jointly champion and take responsibility for embedding risk management throughout the council. (LEVEL 4)	E 3	In Place & Ongoing	Nov-07	Director of Finance & Corporate Resources /Executive Member for Improvement	Stuart Wardle	Senior Officer and Member have been nominated.	Clr F Shaw (Executive Member for Improvement) & Tom Bell (Director of Finance & Corp Services)					
	3.12	The council can demonstrate that it has embedded risk management in its corporate business processes, including: (LEVEL 4)	E 3	In Place & Ongoing	Oct-08 (Changed From July-08)	Existing Corporate, Business, Service & Financial Planning & Policy and Performance Mgt arrangements include Risk Management	Stuart Wardle	Current Corporate, Business, Service, financial Planning and Policy & performance review includes Risk management as an integral element. (see Risk Strategy and current arrangements). Use of Resources; assurance obtained.	All reports include Risk implications. BVPP 2007 & Performance Mgt Framework includes links to Risk Mgt. Financial Planning is risk based. Service Planning included Service Risks. CRR 2008-09 Completed. ref Task 1.4 illustrates embedded risk management within the Councils corporate business processes.	Oct-08	Completed 14.10.08	CRR 2008-09 completed ref. Task 1.4 Provides a demonstrable record of how risk management is embedded within the Council's corporate business processes.		
	3.12.1	Strategic planning.	E 3	In Place & Ongoing	Oct-08 (Changed From July-08)	Existing Corporate, Business, Service & Financial Planning & Policy and Performance Mgt arrangements include Risk Management	Stuart Wardle	Current Corporate, Business, Service, financial Planning and Policy & performance review includes Risk management as an integral element. (see Risk Strategy and current arrangements). Use of Resources; assurance obtained.	- ditto -	Oct-08	Completed 14.10.08	CRR 2008-09 completed ref. Task 1.4 Provides a demonstrable record of how risk management is embedded within the Council's corporate business processes.		
	3.12.2	Financial planning.	E 3	In Place & Ongoing	Oct-08 (Changed From July-08)	Existing Corporate, Business, Service & Financial Planning & Policy and Performance Mgt arrangements include Risk Management	Stuart Wardle	Current Corporate, Business, Service, financial Planning and Policy & performance review includes Risk management as an integral element. (see Risk Strategy and current arrangements). Use of Resources; assurance obtained.	- ditto -	Oct-08	Completed 14.10.08	CRR 2008-09 completed ref. Task 1.4 Provides a demonstrable record of how risk management is embedded within the Council's corporate business processes.		
	3.12.3	Policy making and review	E 3	In Place & Ongoing	Oct-08 (Changed From July-08)	Existing Corporate, Business, Service & Financial Planning & Policy and Performance Mgt arrangements include Risk Management	Stuart Wardle	Current Corporate, Business, Service, financial Planning and Policy & performance review includes Risk management as an integral element. (see Risk Strategy and current arrangements). Use of Resources; assurance obtained.	- ditto -	Oct-08	Completed 14.10.08	CRR 2008-09 completed ref. Task 1.4 Provides a demonstrable record of how risk management is embedded within the Council's corporate business processes.		
	3.12.4	Performance management.	E 3	In Place & Ongoing	Oct-08 (Changed From July-08)	Existing Corporate, Business, Service & Financial Planning & Policy and Performance Mgt arrangements include Risk Management. Training in place (Member Induction Programme and ongoing Member Training & Development Programme) ... keep under review as part of Risk Workplan Project/Tasks 1.7, 1.10 and 1.11.	Stuart Wardle	Current Corporate, Business, Service, financial Planning and Policy & performance review includes Risk management as an integral element. (see Risk Strategy and current arrangements). Use of Resources; assurance obtained.	- ditto -	Oct-08	Completed 14.10.08	CRR 2008-09 completed ref. Task 1.4 Provides a demonstrable record of how risk management is embedded within the Council's corporate business processes.		
	3.13	All Members receive risk management awareness training. (LEVEL 4)	D 3	In Place & Ongoing	Jan-09 (Updated from Nov-07)	Training in place (Member Induction Programme and ongoing Member Training & Development Programme) ... keep under review as part of Risk Workplan Project/Tasks 1.7, 1.10 and 1.11.	Stuart Wardle	Included as part of Members Induction Programme and ongoing training and development. Formal training records in place. Linked to Project/Task 3.9	Member training fully included in Risk Management Training Programme Linked to Project/Task 3.9	Jan-08 and Ongoing	Updated Feb-08	Link with Task 1.7		
	3.14	The council considers positive risks (opportunities) as well as negative risks (threats). (LEVEL 4)	D 2	31.10.08 (Changed From July-08)	18.10.08 (Changed From July-08)	Opportunity analysis already undertaken as part of Corporate Risk review. Include specific reference in updated Strategy & Policy & STORM Training & Handbook	Stuart Wardle	Opportunities have been considered as part of the Corporate Risk Management Strategy. (2005/06 Risk Review) Specific reference to positive risks included within Risk Policy & Strategy & "STORM"	Opportunities considered as part of 2008-09 Corporate Risk Review. CRR 2008-09 completed ref. Task 1.4	Oct-08	Completed 14.10.08	CRR 2008-09 completed ref. Task 1.4		
	3.15	The risk of fraud and corruption is specifically considered in the council's overall risk management process. (LEVEL 4 - Extracted from KLOE 4.3)	E 2	Ongoing	Nov-07	Fraud & Corruption Risks already considered as part of "STORM" Methodology. Include specific reference in updated "STORM" training and handbook Specific reference to Fraud and Corruption to be included within the annual CRR.	Stuart Wardle	Specific reference to Fraud & Corruption Risks included within "STORM" training & handbook	Fraud & Corruption specifically included as part of Risk mgt Toolkit	25.09.07				
4	Local Government Reorganisation (LGR)	4.1	Support the development of the Risk Management approach to the future Unitary Authority.	B 2	Mar-09	17.10.08 and Fortnightly	Provide support to the LGR workstreams and sub-groups, where appropriate and proportional.	Stuart Wardle	Council provides required levels of support to workstreams and sub-groups. Council is able to contribute to future risk Management Workplan in place and is continually updated and reviewed	Council is currently involved within the Risk Management Workstream which meets on a fortnightly basis. LGR Workplan in place and is continually updated and reviewed	Ongoing	Task Added Apr-08	New task added to the Risk Management Performance Workplan Apr-08. DOE represented by Governance & Risk Manager on Risk Mgt Workstream. LGR Risk Mgt Workplan updated monthly.	↑
		4.2	Undertake "one-off" refresh of CRR to ensure up to date Risk Register prior to Vesting Day and produce Annual Risk Report.	B 2	28.02.09	13.02.09	Arrange RMSSG to review corporate risks. Draft Annual Risk Management Report.	Stuart Wardle	CRR refreshed and updated. "Annual" Risk Management Report published.	RMSSG meeting arranged for 8th Jan-09 and CRR updated. Risk Management Summary Report scheduled to be submitted to Audit Committee 12 March 2009.	12.03.09	Task Added Dec-08	RMSSG meeting arranged for 8th Jan-09 and CRR updated. Risk Management Summary Report submitted to Audit Committee 12 March 2009.	↑