

**REPORT TO: AUDIT AND RISK MANAGEMENT SUB COMMITTEE 22 SEPTEMBER 2008**

**REPORT ON: RISK MANAGEMENT ACTION PLAN 2008-2011**

**REPORT BY: RISK & BUSINESS CONTINUITY MANAGER**

**REPORT NO: 484-2008**

**1 PURPOSE OF REPORT**

This report provides Elected Members with a copy of the 2008-2011 Risk Management Action Plan.

**2 RECOMMENDATIONS**

It is recommended the Risk Management Action Plan be approved by members

**3 FINANCIAL IMPLICATIONS**

All costs of Risk Management activity are contained within the Risk Management Budget provision held for the relevant year of activity.

**4 MAIN TEXT**

Members' attention is drawn to Report No 77-2006 of the Audit and Risk Management Sub Committee of 20 March 2006 updating the progress made with implementation of the Risk Management Action Plan 2004-2007. This new plan continues to develop the Council's key Risk Management Strategy objectives of reducing, controlling and eliminating loss exposures.

**5 POLICY IMPLICATIONS**

This report is concerned with the Council's Risk Management Policy which seeks to minimise and control risk.

**6 CONSULTATION**

The Chief Executive, Depute Chief Executive (Support Services) and Depute Chief Executive (Finance) have been consulted on the content of this report.

**7 BACKGROUND PAPERS**

None

4 **RISK MANAGEMENT ACTION PLAN 2008-2011**

| Subject   | Task   | Responsibility   | Timescale                | Update  |
|-----------|--|--|--------------------------|---|
| Strategic | Develop integration of Risk Management Planning process  | Corporate Planning Department<br>Risk Manager<br>Depute Chief Executive (Finance)<br>Heads of Department | 2008-2011                | a) New Service Plan Guidelines now incorporate a Risk Register Template. Risk Manager to assist Departments with future updates to templates.   |
|           | Continue to provide Business Continuity/Contingency Planning training to Senior Departmental Managers                    | Risk Manager   | April 2007 to March 2010 | b) Committee reports now contain reference to Risk Management Policy  |
|           | Foster and encourage business continuity within local community  | Risk Manager<br>Other Category One responders under Civil Contingences Act                               | April 2008 to March 2011 | Critical suppliers of services formally identified and asked to confirm their level of resilience.<br><br>Draft Seminar programme for local business community drawn up. To work collaboratively with Tayside SCG members |
|           | Review completed Tayside Community Risk Register as defined by Civil Contingencies Act                                   | Risk Manager   | December 2008            |   |
|           | Provide support, assistance and training to enable effective Business Continuity Plans to be held by Service Departments | Risk Manager<br>Heads of Departments   | April 2008 to March 2011 | Further facilitating workshop delivered in February 2007. Business Continuity Template Plan produced by Risk Manager. Provide further support, assistance and "Gap analysis" to Departments                               |
|           | Further embed risk management processes within Council   | Risk Manager   | 31 March 2009            | Consider development of Risk Management training for Managers   |

| <b>Subject</b>                   | <b>Task</b>   | <b>Responsibility</b>                            | <b>Timescale</b>     | <b>Update</b>  |
|----------------------------------|---|--|----------------------|--|
| High Level Operational           | Evaluate and refine Risk Registers.                                       | Risk Manager<br>Heads of Department              | 31 March 2008        | Good progress with major departments. Exercise complete.   |
|                                  | Review Risk Register  | As above   | 31 March 2009        | Part of Service Plan review process  |
|                                  | Provide Fire Risk assessment training in compliance with new legislation. | Risk Management Section                          | October 2007 onwards | Training already delivered to Education.<br>Dates organised for other departments on a rolling basis |
| Risk Management Related Activity | Develop cross departmental Risk Management Group                          | Risk Manager<br>Depute Chief Executive (Finance) | December 2008        |  |
|                                  | Refine claims reports for departments                                     | Risk Manager<br>Heads of Department              | December 2009        |  |
|                                  | Test business continuity plans  | Risk Manager<br>Heads of Department              | April 2009 onwards   |  |
|                                  | Re-tender Council's Catastrophe Insurance arrangements                    | Risk Manager                                     | By December 2009     |  |