

REPORT TO: AUDIT AND RISK MANAGEMENT SUB-COMMITTEE 23 SEPTEMBER 2002
REPORT ON: RISK MANAGEMENT ACTION PLAN
REPORT BY: RISK MANAGER
REPORT NO: 699-2002

ITEM 4

**AUDIT AND RISK MANAGEMENT SUB-COMMITTEE
23 SEPTEMBER 2002**

**DUNDEE CITY COUNCIL
RISK MANAGEMENT ACTION PLAN 2002-2003**

The enclosed action plan is submitted for Members' consideration and approval.

By necessity the plan spans a 6 month period due to the recent expansion of the Audit Sub-Committee to incorporate Risk Management.

Future years' plans will fall into line with the anniversary dates for submission of the Audit Plan.

Work Area/Task	Sept 2002	Oct 2002	Nov 2002	Dec 2002	Jan 2003	Feb 2003	Mar 2003	Performance Indicators/ Quality Measures
<p><u>Strategic Issues</u></p> <ul style="list-style-type: none"> • Continue with Departmental Risk Profiling undertakings • Conclude the Council's assessment of its preparedness in the event of computer failures 								<ul style="list-style-type: none"> • Levels of insurable losses in the following risk areas: <ul style="list-style-type: none"> a Property b Liability c Motor d Professional
<p><u>Risk Management Assignments</u></p> <ul style="list-style-type: none"> • Lone Workers Review • Hot Work Permit Training • "How's My Driving?" Initiative • Production and distribution of risk management "credit cards" for all employees <p><u>Other Work</u></p> <ul style="list-style-type: none"> • Provide advice on insurance, claims and risk management matters as required. • Renew all DCC insurance covers 								

INSURANCE AND RISK MANAGEMENT SECTION

SCOPE OF WORK ACTIVITY

Client Group:

Dundee City Council
Tayside Police
Tayside Fire Brigade
Tayside Contracts
Tayside Valuation Joint Board
Tay Road Bridge

Combined Client Group Portfolio:

Property Value	£3bn
FTE Staff	12,000
No. of Vehicles	1,500

Combined Premium Spend:

Circa £3m

Combined Claims Volumes:

Property	4,000
Liabilities	2,000
Motor	1,500