

2. Risk Management Action Plan

	Action (per update report, June 07)	Progress to June 08	Future work
1.	Nominate a Risk Management Officer to implement the Risk Management Strategy and to maintain up-to-date risk registers for management and Members.	Performance Management Officer formally nominated as Risk Management Officer by CMB in June 2008.	Performance Management Officer will be leaving the Council in July 2008. Responsibility for Risk Management continues to be the Responsibility of Head of Policy and Performance
2.	Perform risk assessments for all new Service Area Business Plans (when complete), thus ensuring all operational functions and business risks of the Council have been properly assessed.	Risk assessments for all service areas. Performed as part of service planning in January & February 2008. Risk registers for all service areas on Covalent.	New or emerging risks can be added to service area risk registers, which should be reviewed by managers on a regular basis as part of their service plan reviews.
3.	Refresh the Strategic Risk Register through discussions with CMB, Executive, and managers, and escalation of any strategic risks identified from Service Area risk assessments.	Refreshed Strategic Risk register was reported to FAAC in April 2008, following a facilitated risk assessment attended by managers and the approval of the Transitional Corporate plan for 2008/09.	Strategic Risk register to be reviewed quarterly by CMB and FAAC. Agenda item for CMB on 10 July 2008.
4.	Populate updated risks on Covalent performance management system and create report templates for future reporting to CMB and Members.	All risks populated on Covalent. Report templates complete and in use.	New risks, updates and changes to be entered onto Covalent.
5.	Train responsible officers to use Covalent, to update risk assessments and add new risks where identified.	Responsible officers trained via 1 to 1 sessions.	New Risk Management Officer to be trained to use Covalent
6.	Reconvene the Risk Management Group alongside the Business Continuity Group to review risk management arrangements and implement the strategy.	Not done.	Due to limitations on officer time in the run up to 1C4W, the formation of a RM Group may not be feasible. CMB will manage risks during the transition period.

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7.	As detailed in the Strategy, all significant risks will be reported to CMB on a monthly basis, while any significant issues will be reported as required. The Risk Management Officer will prepare reports detailing significant risks and issues, which will be reviewed by the Risk Management Officers Group on a quarterly basis and by FAAC every 6 months.	Risk Management reports presented to FAAC April and Jun 2008. CMB review of Strategic Risk Register and significant risks.	Strategic Risks and significant operational risks to be reviewed by CMB on a quarterly basis. Agenda item for CMB on 10 July 2008. Strategic Risk Register to be reported to FAAC on a quarterly basis.
8	FAAC Committee will review adequacy of risk management arrangements and annually review and approve the Risk Management and Issue Resolution Strategy.	Risk Management reports presented to FAAC April and Jun 2008.	Progress on risk management arrangements to be reported to FAAC on a quarterly basis. The new Risk Management Officer will amend the Risk Management and Strategy as required.
9.	The updated Strategic Risk Register will be presented at the next meeting of this Committee.	Refreshed Strategic Risk register was reported to FAAC in April 2008, following a facilitated risk assessment attended by managers and the approval of the Transitional Corporate plan for 2008/09.	Strategic Risk register to be reviewed quarterly by CMB and FAAC.
10.	The Risk Management Strategy had a specific action relating to increasing member awareness of Risk Management.	In conjunction with the head of Finance and Resources, Performance management officer delivered member awareness training for on risk management.	Consideration may be given to a refresher seminar for members during 2008/08.