

**REPORT TO: AUDIT AND RISK MANAGEMENT SUB COMMITTEE - 16 MAY 2005**

**REPORT ON: RISK MANAGEMENT ACTION PLAN 2004-2007**

**REPORT BY: PRINCIPAL INSURANCE AND RISK MANAGEMENT OFFICER**

**REPORT NO: 329-2005**

**1 PURPOSE OF REPORT**

This report provides an update of the 2004-2007 Risk Management Action Plan for Elected Members information.

**2 RECOMMENDATIONS**

It is recommended that:

the progress with the 2004-2007 Risk Management Action Plan be noted.

**3 FINANCIAL IMPLICATIONS**

All costs of Risk Management activity are contained within the 2005/2006 Risk Management Budget provision of £180,000.

**4 LOCAL AGENDA 21 IMPLICATIONS**

None

**5 EQUAL OPPORTUNITIES IMPLICATIONS**

None

**6 BACKGROUND**

Members' attention is drawn to Report No 641-2004 of the Audit and Risk Management Sub Committee of 13 September 2004 when it was agreed that a bi-annual report containing detail of progress made with the Risk Management Action Plan be submitted.

There has been good progress made with the Action Plan, the detail of which is contained within the Appendix to this report.

**7 CONSULTATION**

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

**8 BACKGROUND PAPERS**

None

**PRINCIPAL INSURANCE AND RISK MANAGEMENT OFFICER**

**9 MAY 2005**

4 **ACTION PLAN**

It is anticipated that a plan which covers several years will be viewed with a degree of flexibility. In particular this could occur were there to be a requirement to concentrate on an unforeseeable event (eg winter freeze of 1995).

Whilst there may be some deviation of timescale there should not be a significant impact on the Council's overall intent.

Subject	Task	Responsibility	Timescale	Update
Strategic	a Draw up proposals for integration of Risk Management and Risk Assessment within the following: <ul style="list-style-type: none"> <li>• Strategic Planning</li> <li>• Budgeting</li> <li>• Community Planning</li> <li>• Partnership Working</li> </ul>	Risk Manager Depute Chief Executive (Finance) Heads of Department	December 2004	<ul style="list-style-type: none"> <li>- Principal Council Insurance renewal date amended to 31 December 2005 to help with integration of Risk Management in Budget process.</li> <li>- Strategic Risk register: first draft to be completed by end of summer 2005. Will aid future Strategic (risk) planning.</li> <li>- Risk Management heavily involved now in Community Safety and ASBO Partnerships.</li> </ul>
	b Revise existing processes and implement	As above	April 2005	Audit of existing preparedness within departments now underway.
High Level Operational	a Review Business Continuity/ Contingency Planning arrangements across Council	Risk Manager Emergency Planning Officer Departmental Managers	June 2005	
	b Provide Business Continuity/ Contingency Planning training to Senior Departmental Managers	As above	September 2005	Training programme accelerated in view of forthcoming Civil Contingencies Bill which will impose statutory business continuity obligations on Councils.  Training seminar delivered Summer 2004.

Subject	Task	Responsibility	Timescale	Update
	c Produce detailed Business Continuity and Contingency Plans	As above	April 2006	
	d Conclude existing Risk Register compilation exercise	Risk Manager Departmental Management Teams	June 2005	Departmental submissions being separated into Operational and Strategic Risks.
	e Evaluate completed Risk Registers and devise Risk Management Action Plan for risks deemed unacceptably high	As above	April 2005	Slight slippage in timescale but firm commitment provided to External Auditor to complete in summer 2005.
	f Review Risk Register and Risk Management Action Plan for continuing accuracy	As above	April 2006 April 2007	
	g Perform Critical Analysis Report on progress made with CCTV integration review. Particular emphasis on possibility (economically and practically) of establishing own monitoring station	Risk Manager CCTV Management Group	September 2005	CCTV integration report - external consultant nearing completion of draft report.
	h Spot check of major buildings relative to ongoing compliance with Fire Precautions	Risk Management Section	December 2005	12 establishments identified in conjunction with Safety Section. Audit fieldwork accelerated. Some concerns on findings relating to lack of follow-up of identified risk control points. Refresher training on Fire Risk Assessments to be provided by RM Section/Insurer.
	i Report on Fire Precaution status in major buildings	Risk Manager	April 2006	

Subject	Task	Responsibility	Timescale	Update
	j Review Motor Risk Management Procedures identifying weaknesses in inter-alia: Accident Reporting/Investigation Selection of Repairers Driver Training Licence Vetting	Risk Management Section Fleet Holding Departments	December 2004	Exercise with repairers complete. More streamlined procedures now in place. On-line, electronic motor accident claim form now 'live' on intranet. Driver training needs being identified with fleet holding departments.
	k Report on findings of Motor Risk Management Review	Risk Manager	December 2005	
	l Due diligence review of PPP Project	Risk Manager	December 2006	Ongoing dialogue with Shepherd and Wedderburn to ensure optimum risk transfer and insurance provisions for December.
	m Examination of Departmental Reporting on Liability claims made against the Council	Risk Management Section	September 2004	Exercise now complete. Report to Chief Officers Management Team highlighting performance benchmarks for May meeting.
	n Report to Chief Executive highlighting liability claims reporting performance by Departments	Risk Manager	December 2004	See above.
	o Calculation of Maximum Probable Loss (using Hazard Analysis Tree System) of Top 20 Liability Exposures	Risk Manager Departmental Management Teams	December 2006	
Risk Management Related Activity	a Research Alternative Risk Transfer Mechanisms to existing Insurance Programme	Risk Manager	October 2004	Complete
	b Tender Council Exposure Portfolio	Risk Manager	January 2005	Complete. Annual savings of £200,000 reported to 9 May 2005 Finance Committee.

Subject	Task	Responsibility	Timescale	Update
	c Implement revised "Insurance" arrangements	Risk Manager	April 2005	
	d Install new Risk Management Information System and rigorously test	Risk Management Section	April 2004	Now effectively integrated into Risk Management Section's daily work (see separate report)
	e Agree Risk Management Information requirements of each operational Department and provide at agreed intervals	Risk Management Section	September 2004	With departments to identify their needs.
	f Establish Cross Departmental Risk Management Group	Depute Chief Executive (Finance)/ Risk Manager	July 2004	Inaugural meeting May 2005. See separate report.