

DOCUMENTATION/FUNCTION - RISK MANAGEMENT APPROACH

IMPLEMENTATION				
Target Population	Members, Managers/Supervisors.			
Duty	To implement a robust approach to identifying and evaluating all significant risks which involve the participation of all those associated with planning and delivering services.			
Training Requirements	Senior Officers and Members.			
Lead Officer	Assistant Director, Finance and HR			
PROCESS	ACTIONS (HOW)	WHEN	OUTPUT	WHO
AWARENESS (keeping it live in people's minds)	Risk Management approach agreed by Cabinet.	Completed – February 2010.	Council's approach to risk management approved by Members.	Head of Corporate Assurance
	Risk awareness sessions for Senior Management Teams	Cyclical	Senior officers aware and understand the approach to risk management.	Head of Corporate Assurance
	Risk awareness sessions for Members	Cyclical	Members aware and understand the approach to risk management.	Head of Corporate Assurance
	Development of Intranet Service to assist/inform Members and Senior Managers.	In place - ongoing development	Intranet service made available to assist officers implement the risk management approach.	Head of Corporate Assurance
MONITORING (keeping it effective – recording when it happens)	Risk registers monitored by Senior Management Teams	At least six -monthly	Management of risks monitored by senior officers.	Senior Management Teams
	Risk registers monitored by the Audit Committee	Six - monthly	Management of risks monitored by Members.	Head of Corporate Assurance
REVIEW (keeping it up to date)	Risk Management approach reviewed periodically as required and any necessary amendments subject to the approval of Audit Committee and Cabinet.	Periodically	Risk Management approach remains up to date and relevant.	Head of Corporate Assurance