



Risk Management Action Plan 2014/15

Report Type: Actions Report

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Action Code	Action Title	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
RM1	Risk Management Policy Priority 1		<input type="text" value="50%"/>	30-Sep-2015		Angela Struthers
Description	Risk Management Policy Review					
All Notes	Angela Struthers 11-May-2015 The Risk Management Policy has been reviewed and updated and is currently in draft stage. Due to other work commitments, the formal review/adoption process has been delayed. Revised date September 2015					
	Angela Struthers 07-Aug-2014 The Policy will be reviewed by the due date					

Action Code	Action Title	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
RM2	Risk Management Training Priority 2		<input type="text" value="40%"/>	30-Sep-2015		Angela Struthers
Description	Roll out e-learning risk management module					
All Notes	Angela Struthers 11-May-2015 The risk management module has been developed and ready for issue. The software is in the process of being updated so this has delayed the issue of the module. Revised date September 2015					

Action Code	Action Title	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
RM3	E-learning module Priority 2		<input type="text" value="100%"/>	01-Apr-2015	11-May-2015	Angela Struthers
Description	Review e-learning module to alarm toolkit					
All Notes	Angela Struthers 11-May-2015 Continuous review of the module is completed					

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RM4	Linking risks to corporate priorities Priority 2		<input type="text" value="20%"/>	30-Sep-2015		Angela Struthers
Description	Linking risks to corporate priorities and statements of intent					
All Notes	Angela Struthers 11-May-2015 The Covalent system has been adapted so that this is now possible to complete, however, due the to delay in the role out of training , this facility has not been bough to the attention of all users. Users are notified of this if they complete one to one training. Revised completion date September 2015					






Action Code	Action Title	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
RM5	Opportunities Risk Register Priority 3		<input type="text" value="0%"/>	01-Apr-2016		Angela Struthers
Description	Introduce an opportunities risk register					
All Notes	Angela Struthers 11-May-2015 Still awaiting software development Angela Struthers 07-Aug-2014 This is a development area. A request to the software supplier has been made.					

Action Code	Action Title	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
RM6	Internal Controls Priority 3		<input type="text" value="75%"/>	01-Apr-2016		Angela Struthers
Description	Evaluate the option to populate the Internal Controls tab within the Covalent Risk Management system					
All Notes	Angela Struthers 11-May-2015 This has been evaluated and will not be implemented at this time as there is no benefit at the moment. However, the situation will be reviewed in a further 12 months. Revised completion date April 2016					

Action Code	Action Title	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
RM7	Risk Library Priority 2		<input type="text" value="100%"/>	01-Apr-2015	14-Oct-2014	Angela Struthers
Description	Increase the Risk Management Library					
All Notes	Angela Struthers 07-Aug-2014 The risk library held on the covalent system now contains project and partnerships risk libraries as these are the areas that will be used by several departments. Other risk libraries are more specific to the service area and will remain as word documents.					

Action Code	Action Title	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
RM8	Health & Safety Risk Registers Priority 2		<input type="text" value="25%"/>	01-Apr-2016		Angela Struthers
Description	Promote the use of Covalent Risk Management system to record health & safety risk registers					
All Notes	Angela Struthers 11-May-2015 Promotion of the use of Covalent for the recording of health and safety risk registers has been completed and adopted in some areas in line with audits as they are completed. Further promotion will be completed as audits are completed. Revised completion date April 2016					

Action Code	Action Title	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
RM9	Other Assurance Sources Priority 3		<input type="text" value="50%"/>	01-Apr-2016		Angela Struthers
Description	To promote the recording of other assurance sources on the Covalent system					
All Notes	Angela Struthers 11-May-2015 The Covalent system has been adapted so that this can be completed and as one to one training is completed it is highlighted. The facility will be highlighted during the training sessions. Revised completion date April 2016					

Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed

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