

Risk Management Action Plan 2015/16

Report Type: Actions Report
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Generated on: 03 September 2015



Action Code	Action Title	Priority	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
RM1	Risk Management Policy	1		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	30-Sep-2015	03-Sep-2015	Angela Struthers
Description		Risk Management Policy Review					
All Notes	Angela Struthers 03-Sep-2015 Risk Management Policy reviewed and presented to the Audit & Governance Committee October 2015 Policy review timetable set up on Covalent						
	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						
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RM2	Risk Management Training	2		<div style="width: 40%;"><div style="background-color: #4f81bd; height: 10px; width: 40%;"></div></div> 40%	31-Mar-2016		Angela Struthers
Description		Roll out e-learning risk management module					
All Notes	Angela Struthers 03-Sep-2015 Roll out of e-learning delayed - revised date 31 March 2016						
	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						
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RM3	E-learning module	2		<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 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					
Action Code	Action Title	Current Status	Progress Bar	Due Date	Completed Date	Assigned To	

RM4	Linking risks to corporate priorities	Priority 2		<input type="text" value="50%"/>	31-Mar-2016		Angela Struthers
Description	Linking risks to corporate priorities and statements of intent						
All Notes	Angela Struthers 03-Sep-2015 Completed through the audit/risk management process on a one to one basis						
	Angela Struthers 03-Sep-2015 The Covalent system has been adapted so that this is now possible to complete, however, due the to dealy in the role out of training , this facility has not been bought to the attention of all users. Users are notified of this if they complete one to one training. Revised completion date September 2015						


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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 03-Sep-2015 Still awaiting software development - the suppliers are currently developing a browser based version of the software so additional development areas have been put on hold					
	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.					






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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 03-Sep-2015 Further review not yet due					
	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.						

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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 03-Sep-2015 Promotion of the system still on going					

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

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RM9	Other Assurance Sources Priority 3		<div style="border: 1px solid black; background-color: #ADD8E6; width: 50px; padding: 2px;">50%</div>	01-Apr-2016		Angela Struthers
Description	To promote the recording of other assurance sources on the Covalent system					
All Notes	Angela Struthers 03-Sep-2015 Promotion of the recording of other assurance sources still ongoing 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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