



# Risk Management Action Plan 2015/16

**Report Type:** Actions Report

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Action Code	Action Title	Priority	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
RM1	<b>Risk Management Policy</b>	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
<b>Description</b>	<b>Risk Management Policy Review</b>						
<b>All Notes</b>	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						
Action Code	Action Title	Priority	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
RM2	<b>Risk Management Training</b>	2		<div style="width: 40%;"><div style="background-color: #4f81bd; height: 10px; width: 40%;"></div></div> 40%	31-Mar-2016		Angela Struthers
<b>Description</b>	<b>Roll out e-learning risk management module</b>						
<b>All Notes</b>	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						
Action Code	Action Title	Priority	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
RM3	<b>E-learning module</b>	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
<b>Description</b>	<b>Review e-learning module to alarm toolkit</b>						
<b>All Notes</b>	Angela Struthers 11-May-2015 Continuous review of the module is completed						

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RM4	Linking risks to corporate priorities	2		50%	31-Mar-2016		Angela Struthers
<b>Description</b>	Linking risks to corporate priorities and statements of intent						
<b>All Notes</b>	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 to the delay in the roll 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						

Action Code	Action Title	Priorit y	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
RM5	Opportunities Risk Register	3		0%	01-Apr-2016		Angela Struthers
<b>Description</b>	<b>Introduce an opportunities risk register</b>						
<b>All Notes</b>	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.						

Action Code	Action Title	Priorit y	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
RM6	Internal Controls	3		75%	01-Apr-2016		Angela Struthers
<b>Description</b>	<b>Evaluate the option to populate the Internal Controls tab within the Covalent Risk Management system</b>						
<b>All Notes</b>	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	Priorit y	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
RM7	Risk Library	2		100%	01-Apr-2015	14-Oct-2014	Angela Struthers
<b>Description</b>	<b>Increase the Risk Management Library</b>						
<b>All Notes</b>	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	Priority	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
RM8	<b>Health &amp; Safety Risk Registers</b>	2		<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #ADD8E6; display: flex; align-items: center; justify-content: center;">25%</div>	01-Apr-2016		Angela Struthers
<b>Description</b>	<b>Promote the use of Covalent Risk Management system to record health &amp; safety risk registers</b>						
<b>All Notes</b>	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						

Action Code	Action Title	Priority	Current Status	Progress Bar	Due Date	Completed Date	Assigned To
RM9	<b>Other Assurance Sources</b>	3		<div style="border: 1px solid black; width: 100px; height: 20px; background-color: #ADD8E6; display: flex; align-items: center; justify-content: center;">50%</div>	01-Apr-2016		Angela Struthers
<b>Description</b>	<b>To promote the recording of other assurance sources on the Covalent system</b>						
<b>All Notes</b>	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						

Page 49

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

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