Risk Management Action Plan 2015/16

Tamworth
Borough Council

Report Type: Actions Report
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Generated on: 18 May 2016

Action Code	Action Title			Current Status	Progress Bar	Due Date	Completed Date	Assigned To
RM1	Risk Management Policy	**Priority**	1	✅	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	**Priority**	2	🔴	40%	31-Mar-2016		Angela Struthers
Description	Roll out e-learning risk management module							
All Notes	Angela Struthers 14-Apr-2016 Delayed due to HR purchasing a new e-learning module that is being tested at the moment then rolled out. The new module does not have a risk management training programme - so will need to evaluate the possibilities of the training we have written and see if this can be put on the new module							
	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	**Priority**	2	✅	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	Opportunities Risk Register	**Priority**	3	🔴	0%	01-Apr-2016		Angela Struthers
Description	Introduce an opportunities risk register							
All Notes	Angela Struthers 14-Apr-2016 Still waiting for software development							
	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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RM5	Internal Controls	**Priority**	3	✅	100%	01-Apr-2016	14-Apr-2016	Angela Struthers
Description	Evaluate the option to populate the Internal Controls tab within the Covalent Risk Management system							
All Notes	Angela Struthers 14-Apr-2016 No benefit to implement this							
	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
RM6	Risk Library	**Priority**	2	✅	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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RM7	Health & Safety Risk Registers	**Priority**	2	✅	100%	01-Apr-2016	14-Apr-2016	Angela Struthers
Description	Promote the use of Covalent Risk Management system to record health & safety risk registers							
All Notes	Angela Struthers 14-Apr-2016 Health & safety risk register are on Covalent for Street Scene, Neighbourhood Services, Property Services, Estate caretaking and sheltered housing. Progress in this area has been substantial and will continue to be completed							
	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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Action Code	Action Title			Current Status	Progress Bar	Due Date	Completed Date	Assigned To
RM8	Other Assurance Sources	**Priority**	3	✅	100%	01-Apr-2016	14-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
⚠️	Unassigned; Check Progress
▶️	Not Started; In Progress; Assigned
✅	Completed

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