

APPENDIX 2 - IBC RISK MANAGEMENT ACTION PLAN

	RECOMMENDATION	ACTION	RESPONSIBILITY
A1	The council should ensure that risk management is included within its business planning and service action planning process	Ensure plans are risk-based plans, which include mitigating actions and timescales	Assistant Directors Heads of service - February / March each year
A2	The council should ensure that Councillors are engaged in the risk management process	Portfolio Holders are involved in risk assessment of key strategies for which they are responsible at appropriate review. All Council committee papers have an explicit assessment of risks included within the report.	Assistant Directors - Ongoing
A3	The council's Corporate Risk Register (CRR) is monitored/reviewed regularly	CMT monitors/reviews the CRR, with exception reporting to Executive as required. The CRR is considered by the Audit & Governance Committee twice yearly.	CMT (quarterly) Audit & Governance Committee (June and December each year)
A4	Ensure the CRR reflects the key risks facing the Council	A complete review of the CRR was undertaken in 2023 by Corporate Management Team (CMT) and the register was approved by CMT in 2023. Ensure appropriate actions for existing and newly identified corporate risk(s).	CMT Business Improvement Team (BIT) Assistant Directors Heads of service Project Managers - Ongoing
A5	The council should ensure that risk and performance management is included in all strategies and the constitution	Ensure awareness of using risk and performance management in strategy reviews is embedded throughout the authority. Roles and Responsibilities set out in the Risk Management Strategy are reflected in the Executive's Terms of Reference within the Council's Constitution.	Assistant Directors Heads of service – Ongoing

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		Business Planning (ADs) and Service Planning (HoS) are key processes towards this awareness.	
A6	Ensure that all current and future Partnership arrangements have agreed risk management arrangements in place	<p>The revised Partnership Guidance & Framework was agreed by CMT in January 2024 and is available via the Intranet. A Partnership Register is in place and update reporting is via CMT.</p> <p>Lead officers raise with partnerships and develop joint risk management arrangements where not currently in place. A section on Partnerships is included in the toolkit.</p>	<p>CMT Lead officers Business Improvement Team (BIT)</p> <p>– Ongoing</p>
A7	Ensure awareness of risk management methodologies and tools along with associated responsibilities	<p>Bitesize e-learning developed for all employees, raising awareness of appropriate and best practice risk management methods across the Council.</p> <p>Risk Management training session developed for Senior Managers, to share at SMG away day.</p> <p>Updated risk management toolkit promoted to all employees to ensure good working practice, with emphasis on the consideration of environmental impacts and climate change.</p>	<p>Assistant Directors Service Plans Business Improvement Team (BIT)</p> <p>– Ongoing</p>