

## Risk Management Work Plan 2008/09

Work stream	Progress/Comments	Target Date	Priority	Complete
<b>Risk Register</b>				
Update and review all entries in risk register and save trend		May-08	High	
Link risks to corporate strategy		Mar-09	High	
Update user guide		On-going	Low	
Increase number of users		On-going	Medium	
Update Risk Assessment page		Jun-08	Low	
Develop 'opportunities' section of Magique		Dec-08	Low	
<b>Framework</b>				
Publish Risk Management Policy		Sep-08	Low	
Publish Risk Management Strategy		Sep-08	Low	
Publish Risk Management guidance		Sep-08	Low	
Review framework, including key documents and guidance		Aug-08	Medium	
Undertake annual risk identification sessions with each DMT & CMT		Sep-08	Medium	
Review Member Risk Management Champion remit		Jun-08	Low	

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Establish or review standard procedures and issue guidance for consideration of risk within the following business processes: -				
· <b>Service planning</b>		Sep-08	Medium	
· <b>Performance Management</b>		Sep-08	Medium	
· <b>ITD bid documents</b>		Jun-08	Medium	
Review & Update Standard Council documents to include appropriate RM Entry		Mar-09	Medium	
<b>Partnerships</b>				
Develop partnership questionnaire and issued to lead officers of significant partnerships.		Jan-09	Medium	
Update risk register with outcome of questionnaire and review with lead officers.		Mar-09	Medium	
<b>Development Work</b>				
Business Continuity Plan		Sep-08	Low	
Undertake a benchmarking exercise		Jan-09	Low	

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<b>Training &amp; Communication</b>				
Review and update Officer Training material		Apr-08	High	Yes
Deliver Officer Training	Separate Training & Communication (T&C) plan developed	As per T&C Plan	High	
Deliver Member Training	Separate Training & Communication (T&C) plan developed	As per T&C Plan	High	
Provide Magique training	Separate Training & Communication (T&C) plan developed	As per T&C Plan	High	
Publish News & Jobs articles	Separate Training & Communication (T&C) plan developed	As per T&C Plan	High	
Review webpage		On-going	High	
Develop relationship with champions		On-going	Medium	
Develop e-learning training		Jun-08	High	
<b>Additional items</b>				
Review and update ITD Bid forms		Jun-08	High	
Conduct full review of Resources' risks in Magique		Jul-08	High	