

Appendix A – Risk Procedures

	Corporate Risk Register (includes strategic partnership)		Business continuity and disaster recovery	Operational Risk Register		
	Existing	New activities, policies and projects			Service planning (including any partnership arrangements	Projects
Identification	Monthly review by Management Team, officers and Members.	Included in all reports to Members	Corporate review to be undertaken in 2009/2010	Annual review by service managers as part of the service planning process.	Part of the project planning management cycle	Through the Corporate Health & Safety Advisor and service health and safety assessors
Assessment	Management Team	Corporate Head for Directorate	Business Continuity Group, Management Team and/or Risk Man Group.	Service Managers Risk Management Group	Project/Programme managers	Internal trained Health & Safety assessors
Addressing	Risk, treatment, owner, reporting mechanism identified and details recorded in Corporate Risk register.	As agreed by Members and recorded in minutes	Production of service business continuity plans along with actions and tracking reports.	Risk, treatment, owner, reporting mechanism identified and details recorded in Covalent.	Actions recorded on project risk logs	Actions reported to Corporate Health & Safety Advisor for guidance.
Reviewing and reporting	Regular risk management reports to Monthly Governance Meeting (includes SMT) & Governance & Audit Committee.	As agreed by Members and recorded in minutes	Reports to be made to Management Team and Members	Strategic Directors and Members	Appropriate project/monitoring boards and steering groups	Corporate Management Team meeting
Assurance	Annual Governance Statement, Review by External Audit	Determined by report quality	Desk top exercises to determine robustness of plans	Quarterly Assurance Statements Review by internal audit	Appropriate reports to project boards	Annual external inspection.