

**Outstanding High Risk Action**

**Outstanding High Risk Management Actions**

Title	Management Actions	Target Date	Implementation Status	Completion Notes
<b>Person Responsible: Joe Carter (3)</b>				
Business Continuity Planning Arrangements	The Council will develop an overarching Business Continuity Management (BCM) Policy covering the framework for BCM in the organisation. The policy will set out: •Scope, aims and objectives of BCM in the Council; •The Council's commitment to BCM; •The activities that will be required to deliver these; and •Roles and responsibilities of staff in relation to BCM. Version control to state approval details and next planned review date. Once finalised, the policy will be subject to ratification by CMT and communicated to staff.	31/08/16	Partially Completed	Completed as per Joe Carter RHR SMT
Business Continuity Planning Arrangements	The Council will establish and maintain a documented process for undertaking business impact analysis and risk assessments at Service, Directorate and Council-wide level that: • Establishes the context of the assessment and defines the criteria for evaluating the potential impact of a disruptive incident; • Takes into account legal and other commitments; • Includes systematic analysis and prioritisation of risk treatments; • Defines the required output from the business impact analysis and risk assessment; and • Specifies the requirements for this information to be kept up-to-date. The business impact analysis will include: • Identifying activities that support the provision of services; • Assessing the impacts over time of not performing these activities; • Setting prioritised timeframes for resuming these activities at a specified minimum acceptable level (RTO - Recovery Time Objective), taking into consideration the time within which the impacts of not resuming them would become unacceptable (MTPD - Maximum Tolerable Period of Disruption); and • Identifying dependencies and supporting resources for these activities, including	30/09/16	Partially Completed	Partially Complete as per Follow Up audit 04/17
Business Continuity Planning Arrangements	A formal group will be established to oversee the Council's business continuity agenda. The group's remit will be defined within Terms of Reference which will include: • Responsibilities; • Membership and quoracy; • Meeting frequency; and • Accountability and reporting.	31/03/18	No Action Taken	Amended as per follow up audit April 2017 Amended as per q1 follow up
<b>Person Responsible: TBA(2)</b>				
Health & Safety	High risks identified in Health and Safety Risk Assessments will be reported up from service lines to their respective Directorate Health and Safety meeting for monitoring. Higher level risks will also be reported up from the Directorate Health and Safety meeting to the Corporate Health and Safety Committee for regular review.	31/03/18	Partially Completed	Health & Safety now a standing Item on Agenda for CMT and SMTs Project team chaired by Strategic Directorate of RHR to review the entire H&S process Amended as per q1 follow up
Matrix Management of Agency Staff	We will ensure that all staff approving new agency workers or approving the extension of existing agency contracts on the Matrix system input relevant notes of checks that have been carried out, for instance: • Whether adequate budget is available for the post; • The post was required urgently out of hours and therefore, there is only authorisation from one member of staff; or • The reason why the contract has been extended. If this information is not detailed then the approval will be refused.	31/05/16	No Action Taken	No Action
<b>Person Responsible: Barry Stratfull (2)</b>				
General Ledger	The Council will implement an appropriate password policy that requires passwords to be changed on first sign on from a new user, and that also sets passwords to automatically expire and require changing on a periodic basis.	31/07/18	No Action Taken	
Creditors	All amendments to supplier standing data (including changes to email addresses and bank details) will be supported by a fully completed and authorised form (with any relevant correspondence), clearly evidencing the verification checks undertaken and uploaded to Agresso.	31/05/18	No Action Taken	No update received
<b>Person Responsible: Frederick Narmh (1)</b>				
Matrix Management of Agency Staff	The Council will formally assign a Contract Manager who will have responsibility for managing the Matrix contract.	31/05/16	Partially Completed	Corporate procurement will continue to manage the Matrix contract on an interim basis till the contract expires. Following the eminent expiry of the Matrix contract in 2018, it is anticipated that HR will actively manage the new service contract with a dedicated resource. HR to assist in Managing this contract that has been extended for a further year.  HR to manage. Contract is up for tender - interim to be appointed to manage all HR contracts  As per FN A fixed term contract person will be appointed to manage Matrix by mid Oct 2017