

## **Risk Management**

Management of the Council's risks in line with the Statement of Internal Control (SIC) is becoming imbedded in our processes, procedures and management competencies.

Directorate management teams, in line with the SIC, are tasked with reviewing their directorate risk registers on a monthly basis in order that these can be continually monitored for changes and to ensure that appropriate action has been taken.

To assist management teams in this process the following questions, as an aid de memoir have been compiled for use at each meeting, the outcomes of which should be minuted.

- Have all current risks been reviewed and any additional action identified including the identification of an accountable officer and target date?
- Do any risks need to be removed, due to time limitation i.e. end of a specific project?
- Have any new directorate risks been identified that need to be added? (for example any risks identified on Committee reports that are viewed as strategic to the directorate).
- Has the risk register been completed for new and existing risks, including detailed analysis of the proposed control measures, identification of an accountable officer and target date?
- Have any operational risks been identified by heads of service/key managers that could, if not managed become a strategic risk for the directorate?
- Are updated risk registers being entered onto the Risk Register Cluster file at least every two months in line with the Integrated Performance Report timetable?