

ACTION PLAN ARISING FROM ZM RISK MANAGEMENT REVIEW

Proposed Action	Timescale	Responsibility
Action 1 – The Chairman of the Audit Committee and Chief Internal Auditor should be named as Risk Champions.	February 2008	Audit Committee
Action 2 – For significant projects there should be a section in the meeting notes headed Risk and Opportunity Assessment.	Immediate	Chief Officers
Action 3 – Instructions for 2008/09 Risk Register review should include an example risk and demonstrate reporting lines.	February 2008	Chief Internal Auditor and Insurance & Risk Manager
Action 4 – The risk registers should be sorted in descending order of risk.	April 2008	Managers in consultation with Insurance & Risk Manager
Action 5 – Management Team should prepare a Corporate Risk Register.	February 2008	Management Team
Action 6 – The instructions for preparing Risk Registers should reinforce the requirement to link in with Business Plans.	February 2008	Chief Internal Auditor and Insurance & Risk Manager
Action 7 – All managers should undertake a risk assessment of their partnership arrangements and include them in their risk registers.	April 2008	Managers in consultation with Insurance & Risk Manager
Action 8 – Managers should consider potential risks preventing achieving objectives rather than consequences.	April 2008	Managers in consultation with Insurance & Risk Manager
Action 9 – Staff should be given the draft risk registers to review and score as part of	April 2008	Managers in consultation with Insurance & Risk Manager

ANNEX 1

the annual risk register review.		
Action 10 – Introduce the proposed risk matrix.	April 2008	Chief Internal Auditor
Action 11 – Staff to be encouraged to suggest action plans at draft risk register stage.	April 2008	Managers in consultation with Insurance & Risk Manager
Action 12 – Where there is a separate process for risk assessment outside of the risk register then there should be reference within the register to where details can be found.	April 2008	Managers in consultation with Insurance & Risk Manager
Action 13 – The Insurance & Risk Manager should prepare a quarterly extract from the risk registers showing all significant risks for MT consideration. This would require managers to update the registers on a more frequent basis.	June 2008	Managers in consultation with Insurance & Risk Manager
Action 14 – MT should be notified of all risks that move into the red zone of the grid.	From April 2008	Managers in consultation with Insurance & Risk Manager