

# West Suffolk - Evidence-based risk management

# Appendix 2



A learning culture supporting staff and members and enabling managed risk taking through positive relationships

Tool	Identify	Appraise	Mitigate	Manage	Monitor and review
	<ul style="list-style-type: none"> <li>- Project tools (such as the go make a difference -thought shower)</li> <li>- Proposal checklist (“policy makers toolkit”)</li> <li>- Team, management and project meetings</li> </ul>	<ul style="list-style-type: none"> <li>- West Suffolk Risk management toolkit</li> <li>- Officer Investment group (including statutory officers)</li> <li>- Risk assessments (e.g. health and safety, safeguarding, ICT security)</li> </ul>	<ul style="list-style-type: none"> <li>- Project tools</li> <li>- Cross-council working</li> <li>- Learning and Development</li> <li>- Memberships and shared knowledge</li> <li>- Performance Management framework</li> </ul>	<ul style="list-style-type: none"> <li>- Project management structure</li> <li>- Members</li> <li>- Staff 1-1s</li> <li>- Team meetings</li> <li>- Learning and Development</li> <li>- Delegations for statutory matters</li> </ul>	<ul style="list-style-type: none"> <li>- Programme Group (Service Managers monthly)</li> <li>- Investment Group</li> <li>- Members e.g. PASC</li> </ul>

## Risk registers (project, service level or strategic)

Document	Identify	Appraise	Mitigate	Manage	Monitor and review
	<ul style="list-style-type: none"> <li>- Project start up</li> <li>- Annual Governance Statement</li> </ul>	<ul style="list-style-type: none"> <li>- Business case template</li> <li>- Committee reports</li> <li>- Medium Term Financial Strategy (annual financial risk sensitivity analysis)</li> </ul>	<ul style="list-style-type: none"> <li>- Project plans</li> <li>- Service level plans</li> <li>- Communications plans</li> <li>- Committee reports</li> <li>- Adhoc risk reports</li> <li>- Insurance specification and cover</li> </ul>	<ul style="list-style-type: none"> <li>- Project plans</li> <li>- Service plans</li> <li>- Communications plans</li> <li>- Business Continuity and Emergency Planning Plans</li> <li>- Team work plans</li> <li>- Individual objectives</li> </ul>	<ul style="list-style-type: none"> <li>- Annual report</li> <li>- Performance reports / Balanced scorecard</li> <li>- Staff performance reviews</li> <li>- Annual Governance Statement</li> </ul>