

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

Risk registers (project, service level or strategic)

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