

**APPENDIX 1.B**

Risk & Opportunity Management (ROM) Programme 2008 - 2009

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<b>A) IMPROVE RISK &amp; OPPORTUNITY MANAGEMENT ("upside" or positive risk taking)</b>		Rationale/outcome	Resources Required	Target Date	Lead Officer
A)1	Continually develop and improve risk & opportunity management tools & techniques and refer to them as appropriate in other corporate guidance, e.g. project management, health & safety, business planning	Proactively encourage opportunity taking (using ROM techniques) and minimisation of downside/negative risks	Officer Time (to be absorbed within the existing staff arrangements)	Ongoing	Jackie Algar
A)2	Introduce prize/award to recognise successful opportunities taken and improvements made using the opportunity management tools. This to be part of annual Excellence Award ceremony and prize/award if sponsorship can be obtained from insurers	Proactively encourage opportunity taking (using ROM techniques)	Sponsorship to be sought	Ongoing	Jackie Algar
A)3	Establish the extent to which Dept of Health guidance (May 2007) "Independence, Choice & Risk : a guide to best practice in supported decision making" can be/is being put to use in the delivery of council services	To ensure a balance between empowerment & safeguarding, choice & risk for service users	Officer Time (to be absorbed within the existing staff arrangements)	December 08	Joy Hollister, Jackie Algar
<b>B) TO PROVIDE TRAINING FOR MEMBERS AND OFFICERS IN RISK &amp; OPPORTUNITY MANAGEMENT</b>		Rationale/outcome	Resources Required	Target Date	Lead Officer
B)1	Offer 4 sessions a year for managers as part of Leadership & Development Programme – involve guest expert & operational managers as speakers	To improve the capacity of the organisation to practice ROM effectively	Officer Time (to be absorbed within the existing staff arrangements)	From June 08	Jackie Algar
B)2	Develop an e-learning tool for risk & opportunity management	To utilise technology and provide alternative learning methods to improve the capacity of the organisation to practice ROM	Existing Risk Mgt Reserve funds will be sought	January 09	Jackie Algar, John Carling
B)3	Provide training on Risk & Opportunity Management to Audit Committee Members	To improve the capacity of the council's decision makers to consider whether the council effectively practices ROM	Officer Time (to be absorbed within the existing staff arrangements)	Summer 08	Jackie Algar

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B)4	Provide training on Risk & Opportunity Management to all Cabinet Members and include as part of wider Performance Management training	To improve assurance on the practice of ROM & embed in Performance Management arrangements	Officer Time (to be absorbed within the existing staff arrangements)	By December 08	Barbara Green & Jackie Algar
<b>C) ENHANCE LINKS WITH PARTNERS ON RISK &amp; OPPORTUNITY MANAGEMENT</b>		Rationale/outcome	Resources Required	Target Date	Lead Officer
C) 1	Establish regular contact meetings and identify joint approaches to classification, risk reporting, language surrounding risks and training.	To better understand how the approaches of others to avoid duplication of effort & enhance successful outcomes	Officer Time (to be absorbed within the existing staff arrangements)	Ongoing from February 08	Jackie Algar
C) 2	For Contractors - Produce and circulate summary guidance on the council's approach to Risk & Opportunity Management and the part they play	To provide information to contractors so that their risk & opportunity management experience informs the overall council approach	Officer time (to be absorbed within the existing staff arrangements) & minimal paperwork cost met from existing budget	Ongoing from October 08	Jackie Algar
<b>D) TO IMPROVE RISK REPORTING ARRANGEMENTS</b>		Rationale/outcome	Resources Required	Target Date	Lead Officer
D) 1	Procure software system to assist the overview of risks to be reported	To better enable risk information to be taken into account in policy making, strategic planning, resource allocation & performance management	Estimated £15k capital cost - Risk Mgt Reserve funding allocated Estimated £3k p.a. maintenance costs – to be met from within Performance & Improvement Team budget	April 09	Jackie Algar

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D) 2	Introduce & oversee the service based risk assessments & record escalated risks in overall council risk register system	To capture the information from the "ground up" of significant issues affecting, or having the potential to affect, delivery of services	Officer Time (to be absorbed within the existing staff arrangements)	July 08 onwards	Jackie Algar & Directors
D) 3	Include LAA risks in the overall council performance management approach	To record & identify the risks relating to the achievement of LAA objectives	Officer Time (to be absorbed within the existing staff arrangements)	June 08	Barbara Green
D) 4	Establish how project risks are included in the overall risk register system	Informs council risk overview & manage significant risks to projects, including those which are innovative or challenging	Officer Time (to be absorbed within the existing staff arrangements)	November 08	Various Directors

