

No	Agreed action	Priority	Agreed action	Progress to date	% complete
1.	Members of the Committees charged with the oversight of risks and risk management (O&S and FARC) or who need to understand risk attached to their decisions (Cabinet) will receive a bespoke level of training appropriate to their risk responsibilities.	High	To carry out further training with members of Finance, Audit and Risk Committee during the year. To also carry out risk training with Political Liaison Board (PLB) which includes Cabinet Members and Officer Leadership Team.	Strategic finance and risk training sessions took place in the early summer. These included sessions for Members (including Cabinet and Senior Managers). Regular training sessions with FAR members are taking place that focus on key topic areas. These have included topics linked to risk These sessions will continue before each FAR meeting,	100%
2.	Mandatory general risk management training should be given to all Councillors – at their induction.	High	New members have an induction programme that includes a session on finance. That session will be extended to also include a section on Risk	Complete – combined session on Finance and Risk Management delivered on 07/06/2023	100%
3.	Risk training is available to all staff, but it is only mandatory for those members of staff with risk management responsibilities. It should be made clear to staff if they are required to complete the training and how often	High	We will undertake a review of the growzone training and update to clarify who should undertake the training and when.	Updated e-learning module now available on Growzone and incorporates a feedback form. Agreed that senior managers should undertake the training every 2 years. Reminders to managers will commence in July 2024 to coincide with the new Learning and Development system. This element is considered complete	100%

4.	We recommend that the risk profile of the Council is made available to those required to give assurance on the Councils' risk management processes.	Medium	The format of the reports to FAR will be revised and the risk appetite and with Leadership Team. profile clarified following discussion	Completed. Included in new FARC report format – risk matrix showing the risk profile.	100%
5.	We recommend that all information regarding risk and performance can be pulled together and made easily accessible on the intranet site or desktop via a specific link. Key documents should be linked so that the connection between risk and key Council documents is available. Management can take this opportunity to review the information so that only current strategies / policies are available and launch the revised information via a Council-wide communication	Medium	We will shortly be moving to Sharepoint, so the review of information will enable us to ensure that only up to date information is retained as guidance. Communication can then follow	The intranet has been updated to remove out of date content. Recommendation will be incorporated into the setup of the new sharepoint pages and will be implemented when the sharepoint pages go live. With regard to linking, we are waiting for web team to confirm the sharepoint go live date, then this will be used as the new target date for completion.	90%
6.	The importance of risk and performance should be highlighted by managers in planning and decision-making processes. Ensuring that staff and Councillors receive appropriate training will allow them to recognise risk and performance within their area and contribute	Medium	See (1) above for training for Councillors and Officer Leadership Team. To also do some training with the Senior Management Group.	See 1 – above. Councillor training has taken place. Risk management e-learning revised and now live.	100%

	to the embedding of the frameworks.				
7.	Key information within documents needs to be presented so that the audience is aware of its importance	Low	<p>Report templates to be reviewed with a view to adding a standard paragraph to highlight who is responsible for risk</p> <p>Guidance updated to reinforce that report authors need to consider the impact of risks and highlight what needs to happen. Performance and Risk Team to provide more challenge to content. This will make the risk section clearer</p> <p>Training at SMG on updated guidance and who is responsible for risk.</p>	<p>The Risk section within the committee reports has been updated with a paragraph stating the importance of risk. Gives guidance to officers what they need to consider in this section to give decision makers the information they need.</p> <p>Session at SMG October 23 on Cyber Risks.</p> <p>Session on Emerging Risks to be on SMG agenda for December 23.</p>	100%