

**Risk Management Manual**

---

**1.0 EXECUTIVE SUMMARY**

- 1.1 This report presents the Council's revised risk management manual which replaces the Council's previous risk management framework with amendments made to reflect operational decisions regarding the management of risks within the Council.
- 1.2 It is recommended that the Policy and Resources Committee approves the risk management manual.

**Risk Management Manual**

---

**2.0 INTRODUCTION**

2.1 As per the Council's Financial and Security Regulations the Policy and Resources Committee is responsible for approving the Council's risk management strategy. The new risk management manual replaces the previous risk management strategy and details the arrangements for preparation, maintenance and monitoring of the strategic and operational risk registers.

**3.0 RECOMMENDATIONS**

3.1 It is recommended that the Policy and Resources Committee approves the risk management manual.

**4.0 DETAIL**

4.1 The Council's operational risk registers were previously aligned to the Council's service outcomes however service outcomes have been replaced by a suite of business outcomes and, as per the 2018/19 service plan guidance, a decision has been taken to align identified risks to the service challenges identified in those plans. Consequently there was a need to review the format of the Council's risk registers.

4.2 In November 2017 the SMT asked the Chief Internal Auditor (CIA) to propose a new template for the risk registers and this template was approved by SMT in December 2017. Key changes to the templates are:

- risks are no longer categorised as 'supply' or 'demand'
- risks are aligned to the service plan challenges
- key actions, with timescales, for risks to be 'treated' are documented
- last reviewed date will provide an audit trail linked to minutes

4.3 In addition the CIA has revised the Council's risk management manual to reflect these operational decisions, formalise the risk management process and provide guidance to officers on risk management. The revised manual confirms that the governance of risk management is the responsibility of the

DMTs and SMT and that:

- operational risk registers will be updated on a quarterly basis by DMT
- the strategic risk register will be updated on a bi-annual basis by the SMT

4.4 On an annual basis the Chief Executive will provide the Audit and Scrutiny Committee with an update on the Council's strategic risks with the Head of Strategic Finance providing the same committee with an annual risk management overview report.

## **5.0 CONCLUSION**

5.1 The revised risk management manual will help ensure that the Council continues to manage its operational and strategic risks in an effective and consistent manner.

## **6.0 IMPLICATIONS**

6.1	Policy	None
6.2	Financial	None
6.3	Legal	None
6.4	HR	None
6.5	Equalities	None
6.6	Risk	Formalising risk management process
6.7	Customer Service	None

**Kirsty Flanagan**  
**Head of Strategic Finance**  
17 May 2018

**For further information contact:** Kirsty Flanagan, Tel: 01546 604268,  
kirsty.flanagan@argyll-bute.gov.uk

## **APPENDICES**

Appendix 1 – Risk Management Manual