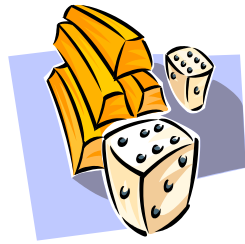


BUSINESS RISK MANAGEMENT LTD



EMBEDDING RISK MANAGEMENT INTO THE LOCAL AUTHORITY CULTURE

1 DAY INTERACTIVE WORKSHOP – AUGUST 2003

PROGRAMME

- 9.00-9.30** Registration and Refreshments
- 9.30-9.45** INTRODUCTIONS AND COURSE OBJECTIVES
- 9.45-10.15** THE 7 PRINCIPLES OF RISK MANAGEMENT
– THE CIPFA/SOLACE GUIDELINES
- The principles and their basis
 - How to ensure that the principles are applied
 - The CPA requirements
 - The positive benefits of embedding risk management
 - Actions you need to take
- 10.15-11.00** ESTABLISHING AN EFFECTIVE RISK MANAGEMENT
PROCESS
- Getting Chief Executives and Leader support
 - Agreeing a common risk language
 - Developing a risk policy for your organisation
 - Selling the benefits to management
 - Risk workshops – the do's & don'ts
 - Risk identification and evaluation
 - Risk categories
 - Risk mitigation
 - Identifying risk exposures, and opportunities
 - Action planning
 - Monitoring action plan implementation
 - *Discussion of delegates own experiences*
- 11.00-11.15** Coffee
- 11.15-12.15** INTEGRATING THE OUTPUT FROM RISK WORKSHOPS
INTO THE BUSINESS PROCESS
- Linking corporate risks into the Strategic planning process
 - Linking operational risks into service planning
 - Risk owners – how to determine such personnel and enforce ownership

- Annual statements by risk owners
- Developing risk tracking
- Using the risk register as a decision skeleton
- Reports for Senior Management - several examples will be shared
- The 38 questions on the 'Worth the Risk' checklist
 - Members
 - Officers/Implementation
 - Risk identification
 - Assessing significance
 - Risk exposures
 - Consultation
 - Communication
 - Change Management

Syndicate exercise – the 38 questions

12.15-13.00

REPUTATION AND HOW TO MANAGE IT

- The rise of reputation as the key risk
- The increasing importance of a positive image – the need to be admired
- Reputation – the value measure of the 21st century
- Where does reputation come from?
- How do you measure it?
- The explosion of regulation and external assurance
- The scrutiny dilemma (league tables etc) and the implications.
- The growth of activism in society
- The relationship between vision, values, behaviour and reputation
- Moving reputation out of the PR arena and into the council chamber
- Damage by association – partnering and alliances

Exercise – How to judge reputation

13.00-14.00

Lunch

14.00-15.00

RECORDING THE RISK ENVIRONMENT

- Risk registers – the need to coordinate and link the output
- Flagging interdependencies – if one risk treatment is changed the other party or parties impacted need to be notified.
- Risk treatment analysis – how to determine the cost/ benefits of dealing with exposures / exploiting opportunities
- Risk financing and how to introduce the disciplines
- Integrating incident management
- Business Continuity planning
- Integrating Health and Safety, Insurance and claims etc
- The use of Risk Management Software – pros and cons
- The Software available

15.00-15.20

Tea

15.20-16.30

CASCADING THE PROCESS

- **Members responsibility for Risk**
- **Members workshops**
- **Workshops for other management levels**
- **How to measure the benefits**
- **Risk awareness for staff**
- **Sharing output with partners**
- **Evaluating risks within these relationships**
- **Risk indicators (KPI's)**
- **Auditing the Risk Management programme**
- **How to Identify and reduce excessive controls**
- **Feeding key risks up the organisation**
- **Co-ordinating the whole process**
- **Useful web sites and reference books**
- **Managing stakeholder expectations**
- **How to use the programme to change the culture in a positive way**

16.30

Close

The fee for this workshop is £250 +VAT which includes comprehensive course notes refreshments and lunches.

The dates and venues are August 5th in Manchester, August 7th in Edinburgh, August 12th in Cardiff, August 14th in Birmingham, August 28th in Leeds and September 2nd in London

This seminar has been developed by Business Risk Management Ltd and will be delivered by Phil Griffiths, its Managing Director.

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