

Wellbeing and Health Delivery Partnership

Background

At a recent meeting, Newcastle Partnership Delivery Board asked Mark Hedley, Tyne and Wear Fire and Rescue Service, to support each of the delivery partnerships to introduce a more formal approach to risk management. The deadline for the work is 31 March 2009.

The approach is building on work carried out by Newcastle City Council Risk Management Unit and aims to include all partners in identifying and reviewing risk.

Workshop

A risk management workshop will be held during your meeting on 18 February. This workshop will analyse the risks that members of the Wellbeing and Health Delivery Partnership have identified.

The workshop will allow partners to prioritise the risks faced by the partnership. Risks are prioritised using a scoring method assessing the likelihood and impact of the risk.

The second part of the workshop will allocate responsibility for the control of those risks that are determined to exceed the level of tolerance that has been agreed by the group.

Objectives

The objectives of the workshop are:

- To give an overview of the risk management process
- To rank and update the list of risks as follows:
 - the likelihood that they will happen (Probability) and
 - the effect if they do (Impact) – a risk tolerance chart is attached
- To agree any actions required to reduce key risks and amend action by dates

Work carried out to date

Partners have had the opportunity to identify risks/opportunities to the delivery of the partnership's objectives. The issues that were identified were rationalised into a draft risk register (attached).

Agenda

The workshop will follow this agenda:

1. Introduction.
2. Background and objectives of the workshop.
3. Overview of the risk management process.
4. Refine and prioritise risks.
5. Allocate action plan coordinators

EXPECTED RESULTS

By the end of the workshop we will have:

- Produced an updated joint assessment of key risks to the delivery of the Delivery Partnership's objectives.
- Determined which risks need to have action plans developed to mitigate the risk. Each action plan will have an action plan co-ordinator allocated with responsibility for its development.
- The basis for an ongoing process to monitor risks to the project.

PREPARATION NEEDED BEFORE THE WORKSHOP

Please review the attached risk tolerance chart. The tolerance chart acts as a guideline for scoring the impact of the risk.

Consider what current control mechanisms are in place for each risk; we will need to make a note of these during the workshop.

We will add, delete and revise the wording of these risk descriptions according to the discussions at the workshop.