

## Corporate Risk and Procurement Service Plan 2012/13

Action Plan			
Action Code	ACTION	Description (Target, Outcome, Critical Success Factors and Environmental Impacts)	Due Date

### Prosperity

**By 2015 - Manage the environmental health of East Herts.**

<b>12-CR01</b>	Improve the Council's health and safety and risk management arrangements.	<b>Target: Simplify the Health and Safety Policy and Risk Assessment process,</b> <b>Outcome: More efficient and user friendly arrangements in place.</b> <b>Critical Success Factors: Support from other services.</b> <b>Environmental Impacts: Requirement to ensure that environmental criteria are included in Health and Safety Policy and risk assessment process.</b>	30 June 2012
<b>12-CR02</b>	Undertake Insurance compliance inspections	<b>Target: Commence compliance inspections in line with Internal Audit recommendations.</b> <b>Outcome: Higher levels of assurance re insurance cover.</b> <b>Critical Success Factors: Support from other services.</b> <b>Environmental Impacts: Potential increase in business travel.</b>	31 December 2012

### People

**By 2013 - Delivering financial efficiencies through shared service arrangements with other public sector bodies.**

## Action Plan

Action Code	ACTION	Description (Target, Outcome, Critical Success Factors and Environmental Impacts)	Due Date
<b>12-CR03</b>	Support Internal Audit Partnership working. Strengthen governance and anti-fraud arrangements.	<p><b>Target:</b> Ensure that Shared Internal Audit Service responsibilities are well defined and that strong anti-fraud measures are in place within the Council.</p> <p><b>Outcome:</b> Greater resilience, optimised use of resources, Shared service well embedded and savings delivered.</p> <p><b>Critical Success Factors:</b> Support from other services and other authorities.</p> <p><b>Environmental Impacts:</b> Greater opportunity for electronic working.</p>	30 September 2012
<b>12-CR04</b>	Develop collaborative arrangements with other authorities on key areas of procurement activity and develop a Procurement Plan.	<p><b>Target:</b> Ensure that the Council has capacity and capability to commission and procure value for money services and supplies.</p> <p><b>Outcome:</b> Greater resilience, optimised use of resources and savings delivered.</p> <p><b>Critical Success Factors:</b> Support from other services and other authorities.</p> <p><b>Environmental Impacts:</b> Requirement to ensure that environmental criteria are included in procurement policies and practices. Also Procurement Officer will advise on means by which environmental criteria should be considered in major procurement exercises.</p>	30 June 2012
<b>12-CR05</b>	Undertake a fundamental review of Risk Management Strategy to include development of Shared Services Risk Register.	<p><b>Target:</b> Using examples of good practice from other authorities undertake a comprehensive review of the Risk Management Strategy.</p> <p><b>Outcome:</b> Relevant, Current Strategy in place.</p> <p><b>Critical Success Factors:</b> Support from other services and other authorities.</p> <p><b>Environmental Impacts:</b> N/A.</p>	30 June 2012
<b>12-CR06</b>	Support revision of Business Continuity Plan	<p><b>Target:</b> Provide significant input into development of Business Continuity Plan that incorporates shared services implications.</p> <p><b>Outcome:</b> Relevant Plan in place.</p> <p><b>Critical Success Factors:</b> Support from other services and other authorities.</p> <p><b>Environmental Impacts:</b> N/A</p>	30 June 2012