

Summary of Current ROM Activity and Proposals to Maintain/Embed the Practice

ROM Priorities	Summary of Current ROM Activity
<ul style="list-style-type: none"> • Review and Update the ROM Policy, Strategy and Framework • Maintain Strategic/Corporate level ROM • Maintain and further develop Service level ROM, including project and partnership ROM. • Continue to embed ROM and build skill/capacity for ROM across the Council. 	<ul style="list-style-type: none"> • ROM Policy, Strategy & Framework updated and reported to Standards & Audit Committee 28th Feb 2017, via Directors Board 24th Jan 2017 and Performance Board representatives 5th Jan 2017. • The revised ROM Policy, Strategy & Framework presented to Department Management Teams March 2017 to maintain ROM awareness across the Council. • Review and reporting arrangements for the Strategic/Corporate Risk and Opportunity Register compiled and Performance Board and Department Management Teams made aware of the 2017/18 arrangements Mar 2017. • In Quarter 1 Refresh of the Strategic/Corporate Risk and Opportunity Register undertaken during Mar to May 2017 and reported to Standards & Audit Committee 6th Jul 2017, via Directors Board 27th May 2017 and Performance Board 2nd May 2017. Report papers shared with Cabinet Members. • Mid-Year Review of the Strategic/Corporate Risk and Opportunity Register undertaken during Sept to Oct 2017 and reported to Standards & Audit Committee 23rd Nov 2017, via Directors Board 24th Oct 2017 and Performance Board 12th Oct 2017. Report papers shared with Cabinet Members. • In Quarter 4 Review of the Strategic/Corporate Risk and Opportunity Register commenced Jan 2018 and to be reported to Directors Board 13th Mar 2018 via Performance Board 5th Mar 2018. • Support provided to Performance Board for the review of Service/Team Planning arrangements for 2017/18. ROM section of Service Plan template/guidance for 2017/18 updated and Service Plans (including risk and opportunity registers) developed Mar 2017. • Guidance and templates for project level ROM reviewed, updated. • Partnership ROM reviewed and principles that should be applied by services when working with Partners or Third Parties incorporated in the Finance Procedure Rules of the Constitution. • Department Management Teams made aware of the ROM arrangements/guidance available Mar 2017. • ROM information regularly updated and made available on the shared file on Objective (central filing system). • ROM information on Intranet updated (e.g. forms). • ROM Awareness Training material updated. • ROM awareness training provision reviewed, e-learning modules researched and development commenced. • Risk management arrangements reviewed against the ALARM/CIPFA RM Model (including review of the ROM Policy & Strategy). Report to be presented to Standards and Audit Committee 6th Mar 2018, via Directors Board 13th Feb 2018 and Performance Board 29th Jan 2018.

Appendix 1

ROM Priorities	Summary of Proposals to Maintain/Embed the Practice
<ul style="list-style-type: none"> • Review and Update the ROM Policy, Strategy and Framework • Maintain Strategic/Corporate level ROM • Maintain and further develop Service level ROM, including project and partnership ROM. • Continue to embed ROM and build skill/capacity for ROM across the Council. 	<ul style="list-style-type: none"> • Update ROM guidance in line with revised ROM Policy, Strategy & Framework - by Mar 2018. • Update Department Management Teams of the revised ROM Policy, Strategy and Framework to maintain awareness of the ROM arrangements across the Council - Mar 2018. • Review the reporting timeframe/arrangements for Strategic/Corporate Risk and Opportunity Register - by Mar 2018. • Update Department Management Teams of the review and reporting arrangements for the Strategic/Corporate Risk and Opportunity Register - Mar 2018. • Undertake In Quarter 1 Refresh of the Strategic/Corporate Risk and Opportunity Register and report to Standards & Audit Committee via Directors Board and Performance Board representatives - Mar to Jul 2018. • Undertake Mid-Year Review of the Strategic/Corporate Risk and Opportunity Register and report to Standards & Audit Committee via Directors Board and Performance Board representatives - Sept to Dec 2018 • Undertake In Quarter 4 Review of the Strategic/Corporate Risk and Opportunity Register and report to Directors Board and Performance Board representatives - Feb to Mar 2019 • Provide support to Directors Board, Performance Board, Directorate Management Teams and Services to further embed the Business Planning, Performance Management and Risk & Opportunity Management Frameworks (i.e. development and ongoing monitoring of risk/opportunity registers as part of the service planning and performance management review arrangements) - Jan 2018 to Dec 2018 • Continue to work with services to identify key projects/partnerships and embed risk & opportunity management arrangements. • Continue to raise ROM awareness with Department Management Teams. • Maintain regular updates of ROM Information on the shared file on Objective (central filing system) - Apr 2018 to Mar 2019. • Update ROM information on Intranet (i.e. Forms page and ROM page) - Feb 2018. • Develop draft e-learning ROM Awareness training module - by end of Mar 2018. • Undertake work with Organisational Development to finalise e-learning module and get loaded on the system - from Apr 2018. • Provide support to Organisational Development for the development and implementation of an Innovation & Risk module for the Leadership Development Management Framework - from Feb 2018 • Annual review of ROM arrangements against good practice (e.g. ALARM/CIPFA RM Model) and reporting of developments/outcomes to Standards & Audit Committee via Directors Board and Performance Board - Dec 2018 to Mar 2019