NHS
Sherwood Forest Hospitals
NHS Foundation Trust

RISK MANAGEMENT IMPROVEMENT PLAN

Updated: November 2017

Open actions	Lead	Timescales	Progress	Status
Design and introduce a range of risk management training packages as part of an integrated good governance training programme for classroom-based delivery and e-learning.	Risk Manager	End of March 2018	Good Governance Training & Communication Programme approved by the BRC in January 2017. Introduction to governance to be included in the new induction for managers from December 2017. Practical Risk Management for Managers course (classroom and e-learning options) in development.	In progress
Review and update the Risk Management intranet pages to provide a more useful and informative resource.	Risk Manager	End of March 2018	Initial review of existing content carried out. Updated content being prepared.	In Progress
Develop and introduce an annual, online staff survey to measure the level of knowledge and extent of engagement with risk management practice throughout the workforce.	Risk Manager	End of March 2018	Initial draft outline survey being prepared.	In Progress
Review all existing staff job descriptions and work with the HR & OD Directorate to update where necessary, to ensure that risk management responsibilities are appropriately defined and consistent with the Risk Management Policy.	Risk Manager	End of March 2019	Initial work carried out on relevant job descriptions within the Governance Support Unit (GSU).	In Progress

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Review all existing Trust policies and related documents that provide key risk controls and work with policy leads to update where necessary, to ensure that risk management requirements are clearly and appropriately defined and are consistent with the Risk Management Policy.	Risk Manager	End of March 2020	Policies continue to be reviewed with policy leads when they are scheduled for review, and risk management input provided where relevant.	In Progress

Completed actions	Lead	Timescales	Progress	Status
Develop a 3 year Risk Management Strategy for the Trust, to formally document the objectives and approach agreed for developing risk management practice, and provide the basis for on-going implementation of this improvement plan.	Risk Manager	End of February 2017	Strategy prepared for and approved by the Board Risk Committee in February 2017.	Complete
Complete the establishment of a comprehensive corporate risk profile, to run alongside the existing operational profile at service level.	Risk Manager	End of March 2017	Complete risk profile now in place and reported through to Board Risk Committee by way of risk management performance indicators and programmed service-level assurance reporting.	Complete

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Incorporate an appropriate consideration of risks within the capital and revenue prioritisation processes.	Risk Manager	End of March 2017	Prioritisation methodology prepared and introduced, including an evaluation of safety, business continuity, service continuity and financial risk.	Complete
Support 360 Assurance in the development of an annual internal audit plan that takes appropriate account of priority risk areas identified in the Board Assurance Framework (BAF) and risk registers.	Risk Manager	End of March 2017	Internal Audit Plan 2017-18 prepared by 360 Assurance, based on priorities identified through a review of the BAF and risk registers, and approved by the Audit & Assurance Committee.	Complete
Further develop the existing Learning Matters bulletin into a regular communication tool for highlighting risk management issues and organisational learning.	Head of Governance	End of June 2017	Learning Matters has been re-launched within the existing iCare2 bulletin and used to communicate key messages.	Complete

Status key:

B	Complete	G	In progress	A	At risk	R	Escalation	W	Planned