RISK MANAGEMENT POLICY

Dublin & Dun Laoghaire ETB
May 2020

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Policy No:	PL/030	Version No:	v1/2020
Previous versions:	PL/025	Effective Date:	18/05/2020
Board App/Noting	18/05/2020	Review Date:	18/05/2021

1. Policy Statement

It is the policy of Dublin and Dún Laoghaire (DDL) Education and Training Board (ETB) that risks to the achievement of the Statement of Strategy should be identified, assessed, managed and monitored to support the demonstration of good governance in compliance with legislation, codes of practice, standards, guidance and relevant Department circulars.

All employees are mandated to comply with this policy.

Dublin and Dún Laoghaire ETB is committed to supporting and empowering all employees in their work to manage all identified risks and to mitigate the level of risk to a level that is as low as is reasonably practicable.

2. Purpose

To support all employees to comply with this policy and procedure so as to support the management of risks that could prevent the achievement of the Dublin and Dún Laoghaire ETB Statement of Strategy.

3. Scope

This policy applies to all employees of Dublin and Dún Laoghaire ETB. It is a requirement of Dublin and Dún Laoghaire ETB that where it engages with third parties, that appropriate evidence is sought of their risk management systems and structures; the objective being to ensure that Dublin and Dún Laoghaire ETB will not be adversely impacted by third party activities.

4. Risk Appetite

Risk Appetite in respect of activities applies largely to;
   1. Agency Programmes
   2. Self-financing Projects and/or
   3. New school provision

5. Statement of Strategy & Objectives

   1. Support compliance with legislation, codes of practice, standards, guidance and Department circulars
   2. Support implementation of management controls to mitigate risk
   3. Support delivery of the DDLETB Statement of Strategy [6th February 2017]
   4. Empower all employees to take ownership of risks within their scope of work
   5. Demonstrate support for good governance
   6. Improve business performance
   7. Develop an enhanced awareness of business risk
   8. Encourage innovation and improvement
   9. Promote an integrated approach to the management of risk.

6. Roles and responsibilities

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1. Board of Dublin and Dún Laoghaire ETB shall ensure that appropriate systems and structures are implemented, monitored and controlled to manage risk
2. Audit and Risk Committee shall undertake its role in compliance with relevant legislation
3. Chief Executive shall ensure that all:
    ➢ Key risks to the successful delivery of the Strategic Statement are identified, assessed, managed and monitored
    ➢ Reported non-conformances are appropriately investigated and that preventive or corrective actions are implemented
4. Education Officers, Centre Managers, Principals & Line managers shall ensure this policy is implemented
    ➢ They notify change in the level of risk to their line manager
    ➢ They provide appropriate support to their staff to manage risk
    ➢ They support systems for the investigation of incidents that may give rise to risk
5. Internal Audit Unit shall:
    ➢ Undertake audits of compliance with required legislation, codes of practice, guidance, standards, and policies, procedures and Department circulars
    ➢ Provides reports to the Chief Executive and Audit Committee for corrective and preventive action to be taken to mitigate risk
6. Comptroller and Auditor General shall:
    ➢ Audit compliance in respect of legislation, codes, of practice, standards, guidance and policies and procedures
    ➢ Provide reports to the Chief Executive and Audit and Risk Committee for corrective and preventive action to be taken to mitigate risk
7. Employees shall comply with this policy and all instruction issued by their supervisor/line manager.

7   Monitor and Review
1. Education and Training Boards Act, 2013
2. Code of Practice for the Governance of Education and Training Boards 2019 (Circular Letter 0002/2019) Department of Education and Skills
3. Code of Conduct for Employees
4. Government Department circulars
5. Further Education and Training Act, 2013

8   Risk Management
The risks to the successful achievement of the Strategic Statement shall be identified, assessed, managed and monitored on a predetermined basis:
1. New risks arising from a new Strategic Statement shall be identified, assessed, managed and monitored
2. New risks shall be identified arising from:
    ➢ Non-conformances
    ➢ Incidents
    ➢ Near misses

> ➢ Complaints
> ➢ Claims

3. All risks shall be reassessed on a predetermined basis so that an up to date risk assessment is available to support the management of risk
4. Risks shall be assessed using a qualitative approach (see appendix 2)
5. The effectiveness of management controls shall be reported on at predetermined intervals to the Senior Management Team and the Audit and Risk Committee (see appendix 1 for report template):
    > ➢ High level risks every three months
    > ➢ Medium level risks every six months
    > ➢ Low level risks on an annual basis or more frequently if circumstances change
6. Line management shall facilitate audit of the risk management system
7. Line management shall implement corrective and preventive action identified as necessary from monitoring and audit exercises

9 Risk Register

1. Risk: Risk can be thought of as a possible loss or other adverse consequence that has the potential to impact on an ETB's ability to achieve its objectives and fulfil its mission (IPB 2009: VEC Risk excellence in governance through best practice risk management)
2. Risk management: the management of risk increases the probability of success and reduces the possibility of failure
3. Risk identification: process of finding, recognising and describing risks
4. Risk assessment: There are four main parameters for rating the risk:
    > ➢ **Compliant** (fully implemented but subject to continuous improvement)
    > ➢ **Partially Compliant** (work done / more to do)
    > ➢ **Not Yet Compliant** (in scope but yet to start)
    > ➢ **Noted** (no further action required)
5. Risk control/management/treatment: management controls or measures implemented to eliminate or mitigate the level of risk
6. Risk transfer: a method of control the level of risk e.g. purchase of insurance or engaging with a third party to own the risk and manage it
7. Risk appetite: the amount of risk the ETB is willing to bear
8. Risk register: database/repository of identified risks; it acts as a management tool for the documentation of identified risks
9. Audit: is a systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which audit criteria are fulfilled (OHSAS 18001:2007)
10. Compliance: the act of being in alignment with legislation, codes of practice, standards and guidance (http://searchdatamanagement.techtarget.com/definition/compliance).

10 Risk Assessment

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The risks to the successful achievement of the Statement of Strategy shall be identified, assessed, managed and monitored on a predetermined basis:

1. New risks arising from a new Strategic Statement shall be identified, assessed, managed and monitored
2. New risks shall be identified arising from:
    ➢ Non-conformances
    ➢ Incidents
    ➢ Near misses
    ➢ Complaints
    ➢ Claims
3. All risks shall be reassessed on a predetermined basis so that an up to date risk assessment is available to support the management of risk
4. Risks shall be assessed using a qualitative approach (see appendix 2)
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6. Line management shall facilitate audit of the risk management system
7. Line management shall implement corrective and preventive action identified as necessary from monitoring and audit exercises

11 Assurance
The Board through an Audit and Risk Committee will seek assurance

12 Monitoring and audit
Monitoring and audit shall be undertaken by:

1. Line management with the support of appropriately trained staff
2. Internal Auditor shall undertake audit of the risk management system at pre-determined intervals
3. Comptroller and Auditor General shall be facilitated to undertake audit of the risk management system.

Approved By: Dublin and Dún Laoghaire Education and Training Board

Date: 11th May 2020

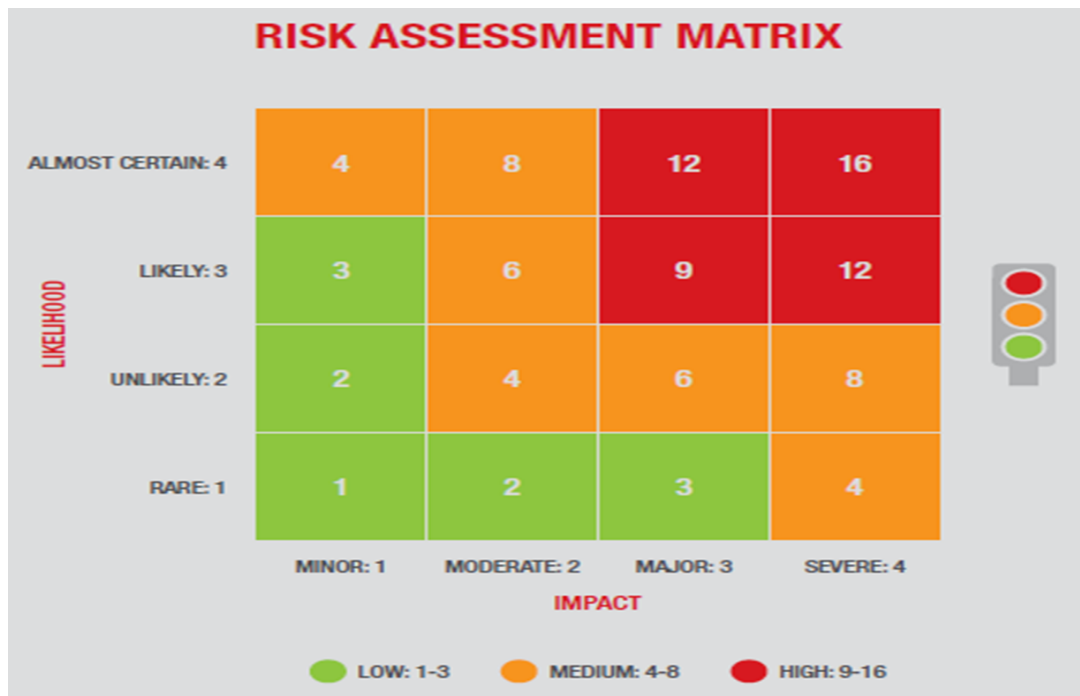| Policy No:	PL/030	Version No:	v1/2020
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Appendix 1: Risk Reporting Template

Risk grouping	Risk description		Risk rating before new controls implemented	Risk rating after new controls implemented
Description of actions undertaken since last report	**New actions to be undertaken in the next 3/6/12 months**		**Identified challenges that could prevent success**	
Signature	Title		Date	

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Appendix 2

Assessment of risk (qualitative and quantitative matrix)

All risks shall be identified using a qualitative approach as shown in the matrix below.

RISK ASSESSMENT MATRIX

LIKELIHOOD	MINOR: 1	MODERATE: 2	MAJOR: 3	SEVERE: 4
ALMOST CERTAIN: 4	4	8	12	16
LIKELY: 3	3	6	9	12
UNLIKELY: 2	2	4	6	8
RARE: 1	1	2	3	4

IMPACT

LOW: 1-3   MEDIUM: 4-8   HIGH: 9-16

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