

2009/2010 Risk initiative fund

Background

From the positive effects that have been realised by the use of risk management techniques in Lambeth and the success of last year's risk initiative to schools, the risk and insurance section have retained and increased this years funding to £40k.

The funding is available for bidding to internal departments and schools to match fund new risk management initiatives that reduce risk exposure or increase risk opportunities. The funding can be used as match funding up to a maximum of 50% where other funding is available.

As a result of last years risk initiative funding scheme, six schools were awarded amounts between £2,750 and £11,620. The bids ranged from nursery flood prevention to infestation of feral pigeon control (more information is available upon request).

This is in line with the risk and insurance's key aim for 2007-2010 and the council's priorities to engage with our stakeholders and provide improved value for money services.

As this is a risk initiative fund the money can be allocated to reducing threats (bad things that might affect the delivery of services by internal departments or schools) or increasing opportunities (good things for the internal departments or schools). This initiative is based on 'match funding' and therefore we require information relating to how the other half of the money will be raised. This may be from redistribution from your own budgets, obtaining another form of grant, etc.

Although many of the initiatives will result in a financial cost savings we also recognise that risk benefits are not always financial and therefore we have asked you to tell us how your funding bid will benefit your service or school.

Bidding

When writing your bid you should bear in mind that the funds will be allocated based on innovation rather than on-going initiatives or financing areas relating to discretionary efficiencies savings or budget cuts. We will be using the following criteria:

- How the organisation will be improved;
- The effectiveness of the controls in relation to the impact and likelihood of the risk if it would have occurred;
- How the community will be enhanced.

For this year we are accepting only one bid per service or school.

When submitting your application, you will need to provide details of at least 3 quotes for the project that you are requesting funding for. If you require extension for obtaining the quotes please contact the risk and insurance team on 020 7926 3013.

To apply for funding through this scheme, you will need to complete the attached form and send it to the risk and insurance team by **Friday 18 December 2009**. All bids will be reviewed by the Risk Management Group (RMG) in January 2010.

This group is comprised of council officers from each department well as officers from our key areas of engagement, such as health and safety, legal, internal audit, and more. After receiving your form a member of the risk and insurance team may either call or arrange a visit to your service or organisation to obtain further clarification.

You can find more information about our strategy and the RMG by visiting our internet site:

<http://www.lambeth.gov.uk/Services/CouncilDemocracy/RiskManagementLambeth.htm>

Timescales

We hope to allocate all funding in February 2010, and advise your service or school of our decision by March 2010. Please note that failure to start the project/works and utilise the allocated grant within 12 months of fund transfer, i.e. March 2011, will result in the funding being withdrawn.

For an electronic version please go to the respective areas below:

- **Internal department** should visit the intranet page:
<http://intranet.lambeth.gov.uk/StaffServices/CorporatePolicyPerformanceProgrammes/RiskManagement/>
- **Schools** please visit Lambeth school risk management internet page:
<http://www.lambeth.gov.uk/Services/CouncilDemocracy/SchoolRiskManagement.htm>

Notes

1. All successful bids will be required to complete a progress update form at the following stages
 - 6 months from fund allocation,
 - 12 months from fund allocation and
 - On completion of the project/works.
2. For assistance in completing your form please contact either:
 - Sabir Ali (Risk Manager) on 020 7926 9261 or
 - Fathia Abdi (Risk Management Officer) on 020 7926 3013

Review criteria

All internal departments and schools who apply for funding would be asked to complete a questionnaire regarding how they found the management of the administration

2009/2010 Risk Initiative bid form

<p>Name of internal department or school:</p>	
<p>Name of the person leading on the project /initiative:</p>	
<p>Contact number of the person leading on the project /initiative:</p>	
<p>Which category of funding does your bid fall into:</p>	<ul style="list-style-type: none"> • Insurable risks; • Risk Management training and development costs; • Addressing recommendations raised in the risk surveys; • Addressing risks logged in the risk register; • Other (please provide details below) <p>.....</p>
<p>Bid title :</p>	
<p>Bid description:</p>	
<p>Bid value:</p>	<p>£</p>
<p>Quote 1</p>	<p>£</p>
<p>Quote 2</p>	<p>£</p>
<p>Quote 3</p>	<p>£</p>
<p>If you want the risk panel to fund a quote other than the least expensive please outline the value added of the more expensive quotes</p>	
<p>What is the proposed start date for this initiative / project?</p>	

<p>Could this project be funded through the growth bid? (Please delete as required)</p>	<p>Yes / No</p>
<p>How long do you expect it to take to implement or complete the initiative/project to run for?</p>	
<p>How do you propose to raise the money for the rest of the fund? (i.e. through funding or a grant)</p>	
<p>Will there be ongoing maintenance costs associated with this bid? (Please delete as required)</p>	<p>Yes / No</p>
<p>If yes how do you intend to fund the ongoing costs?</p>	
<p>Your bid will receive a higher score if you are able to provide clear evidence/examples to back up the statements contained in your bid. This may include written information and/or pictures</p>	
<p>How do you propose the resources will reduce the risk exposure to the service or increase opportunities?</p>	
<p>If successful, how will you measure the impact of the additional resources have?</p>	
<p>How will the community be enhanced? Please define who the community is for your service/organisation?</p>	

Declarations

Head of Service or Head teacher signature	
Signature:	Date:
Name:	

Assistant director or Chair of Governors signature	
Signature:	Date:
Name:	

Returning Address

Forms to be sent back to: The risk and insurance section, 3rd floor Olive Morris House, 18 Brixton Hill, SW2 1RL or email your completed form to riskandinsurance@lambeth.gov.uk.