



Action Summary Report

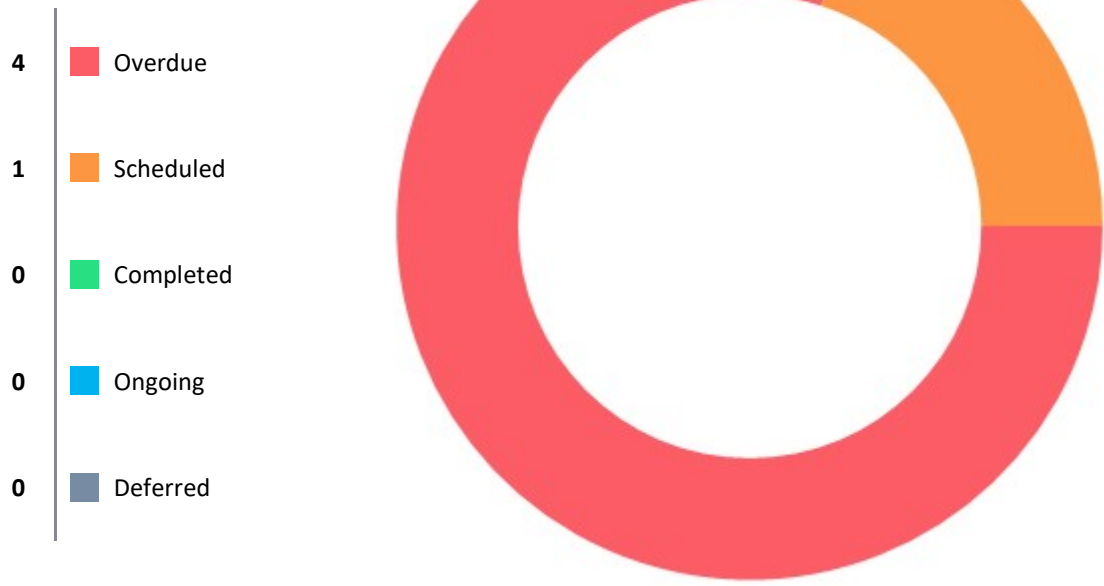
Comhairle nan Eilean Siar

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Print Date: 03 Apr, 2025

Risk Action Details

By Schedule

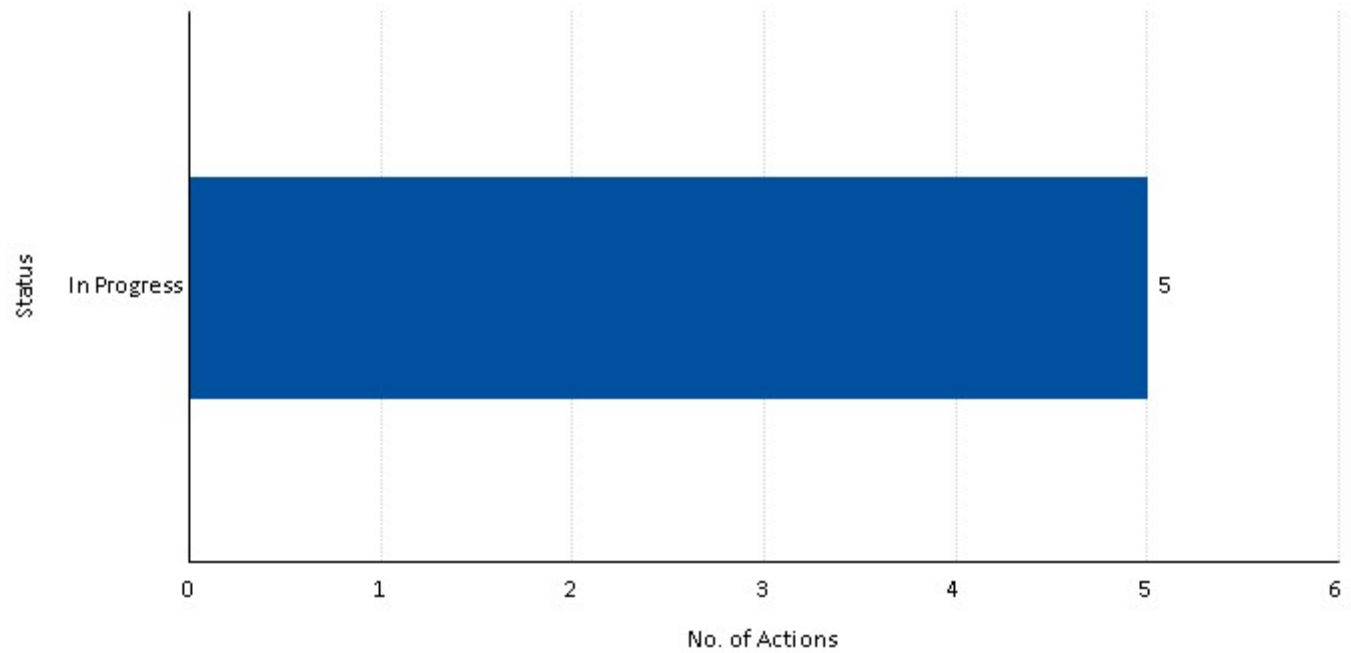


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Risk Action
Details

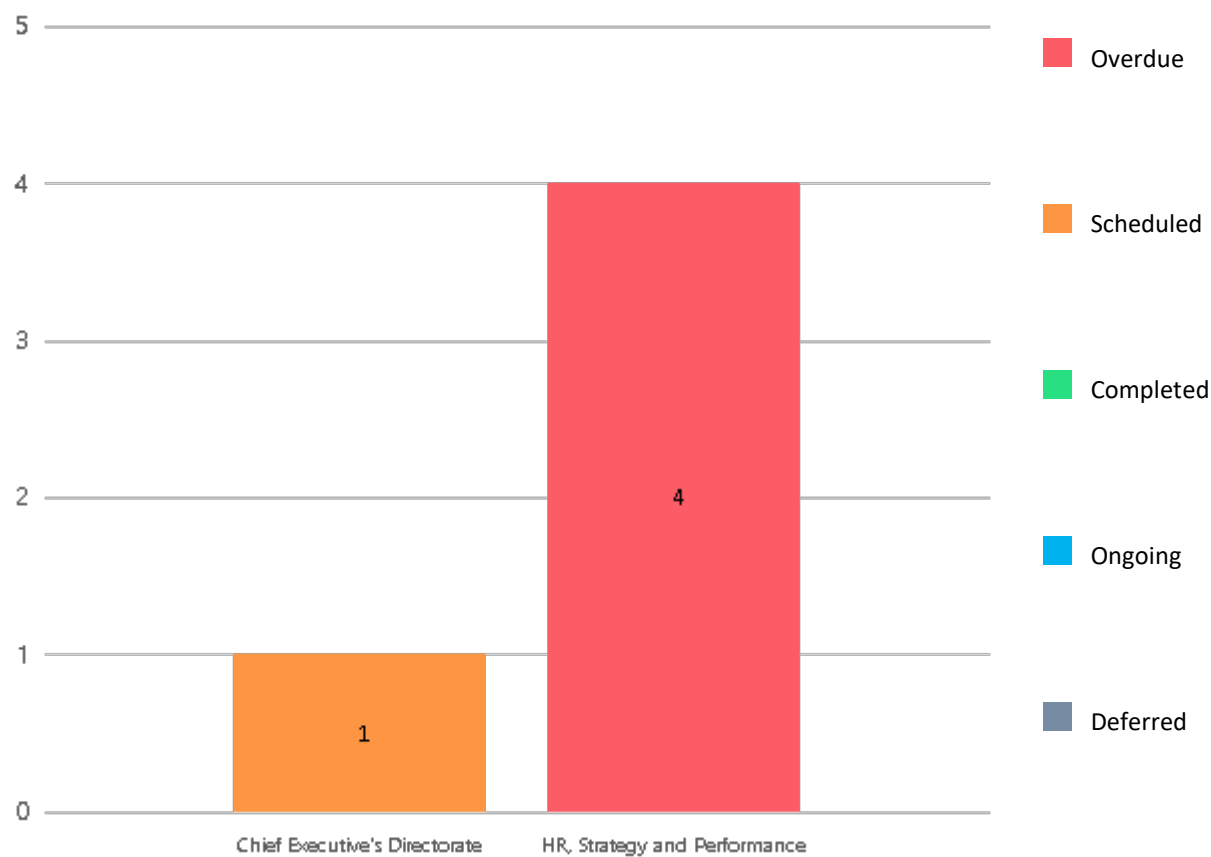
Risk Action Details

By Status



Action Summary by Directorate

CHIEF EXECUTIVE'S DEPARTMENT: Chief Executive's Service



OVERDUE

Risk Action Title	Action Type	Responsible Officer	Timeframe	% Completed	Action Status	Days Overdue
(OR) Monitor PI's to gauge efficiency of service. Look for efficiencies within processes.	Operational Risk	Norma Skinner - CE	Start: 01 Apr, 2024 End: 31 Mar, 2025	50%	In Progress	3
Progress Comments: PIs require to be reviewed to ensure they are effectively measuring processes. New measures have been put in place in HR and Print room although these are being tested prior to inclusion in business plan.						
Linked Risks						
Risk Event		Risk Type	Risk Owner		Revised Risk Rating	Next Review Date
HR003 - Increased workload and pressure on the HR Team. Staff expertise is lost.		Operational Risk Risk Action	Norma Skinner - CE		Low	Low -

Risk Action Title	Action Type	Responsible Officer	Timeframe	% Completed	Action Status	Days Overdue
(OR) Ensure staff training and succession planning is in place.	Operational Risk	Norma Skinner - CE	Start: 01 Apr, 2024 End: 31 Mar, 2025	50%	In Progress	3
Progress Comments: Training in place for 4 employees undertaking HR qualifications. Staff structural review of the service is complete although we have experienced staff turnover resulting in a small delay. Workforce Plan in place and on track.						

Linked Risks					
Risk Event	Risk Type	Risk Owner	Revised Risk Rating		Next Review Date
HR003 - Increased workload and pressure on the HR Team. Staff expertise is lost.	Operational Risk Risk Action	Norma Skinner - CE	Low	Low	-

Risk Action Title	Action Type	Responsible Officer	Timeframe	% Completed	Action Status	Days Overdue
Ensure sufficient Project Management is in place	Operational Risk	Norma Skinner - CE	Start: 01 Apr, 2024 End: 31 Mar, 2025	30%	In Progress	3
Progress Comments: Project Management and Project team in place across HR, IT and Payroll. First phase of the project (the move to being cloud hosted) is near completion.						

Linked Risks					
Risk Event	Risk Type	Risk Owner	Revised Risk Rating		Next Review Date
HR009 - Unsuccessful implementation of the Case Management System Project	Operational Risk Risk Action	Norma Skinner - CE	Low	Low	-

Action Summary

SCHEDULED

Risk Action Title	Action Type	Responsible Officer	Timeframe	% Completed	Action Status	Days Until Due
Ensure project scope is creditable under scrutiny. Demonstrate robust market testing to inform effective liaison with partners/Government by Members and senior officers with respect to securing funding.	Operational Risk	Dan MacPhail	Start: 01 Apr, 2024 End: 31 Mar, 2026	25%	In Progress	362
Progress Comments: Regular dialogue takes place with external funding partners, i.e. Scottish Futures Trust						
Linked Risks						
Risk Event	Risk Type		Risk Owner	Revised Risk Rating		Next Review Date
ID02 - Unable to secure competitive and affordable construction tenders; reduced positive contribution to local economy.	Operational Risk Risk Action		Dan MacPhail	Medium		-



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