

## Risk Map

**grace** comes complete with a risk map that can be automatically produced from the risk profile data.

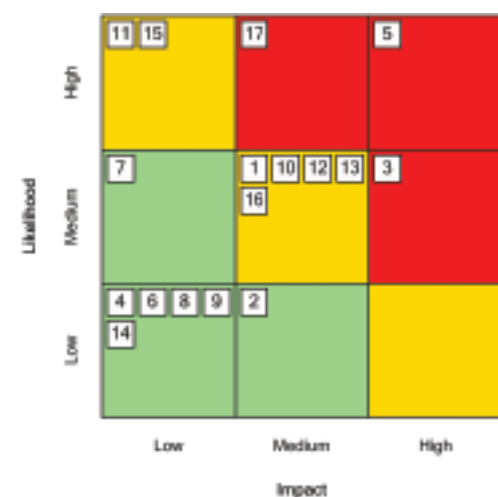


Figure 4. The **grace** Risk Map

## Access Control

Access control with **grace** is closely integrated to a user's Windows logon and does not require separate user and password management. Users can be assigned administrator, user or viewer privileges.

## Text Look-up

All key text can be changed by a **grace** administrator to reflect the existing terminology that an authority's user-base finds comfortable.

## Health & Safety and Business Continuity

All key text can be changed by a **grace** administrator to reflect the existing terminology that an authority's user-base finds comfortable.

Optional modules are available to support:

- Health & safety risk assessments
- Business continuity planning and management.

Both these modules have the *look and feel* of **grace** and hence readily adopted by **grace** users.

## Installation and Licensing

**grace** is a Microsoft Windows application using Microsoft SQL Server technology.

**grace** can be licensed in three ways: single-user, workgroup or corporate. The latter allowing any number of installations throughout an organisation.

On-site installation and essential training is included in the price of the software.



# grace: Governance, Risk & Control Evaluation Software

The **grace** software and methodology has been developed by Grace Governance Solutions Limited based on the knowledge and experience gained by the directors over 30 years working in the governance, internal audit, risk management and risk management software environment.

**grace** is a product that has been specifically developed for the local government risk management environment in collaboration with Solihull Metropolitan Borough Council.

## Implementation of grace will:

- Assist members and officers to adequately discharge their statutory, organisational and professional risk management and governance obligations
- Provide the information and reports necessary to support the process culminating in the publication of the Statement on Internal Control
- Enable an authority to demonstrate that risk management is embedded throughout its functions, departments and services.

## Key Features:

### Risk Profiles

The core of the **grace** system is built around our risk profiles. Risk profiles can be built for all areas of an organisation's activities including projects and partnerships. Profiles are enhanced risk registers that can additionally contain details of objectives, BVPI links, controls, action plans, risk reviews and incidents.

### The Local Authority Generic Risk and Control Profile Library

The system incorporates the **Grace Governance Solutions Limited's** Local Authority Generic Risk and Control Profile Library that identifies over 3000 risks and 6000 suggested controls. The library provides search, browse and select facilities. During population of **grace** the risks, controls and tests can be taken from your existing sources and enhanced using the library.

### Freeform Organisation Structure

The organisational structure within **grace** can be built to any desired depth and the risk profiles can be added to anywhere on it. The organisational structure has a familiar Windows Explorer style interface. Profiles can be easily moved if there is a reorganisation.

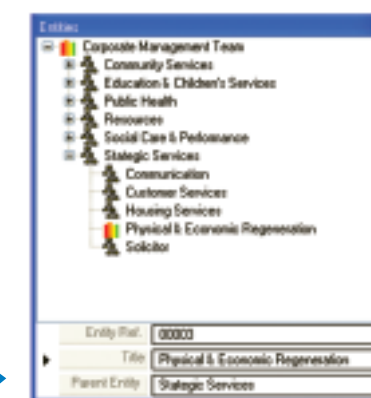
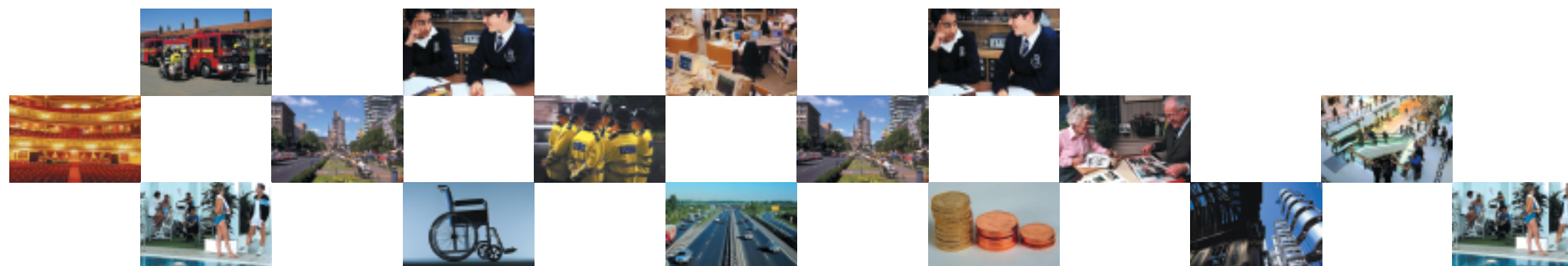


Figure 1. The **grace** Entity Tree used to build the Organisational Structure



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## ■ Objective Mapping

Within each profile the service plan or other operational objectives can be entered and mapped to the organisation's corporate mission statements and objectives. The risks themselves may then be mapped to the operational objectives to build up an objectives tree that can be interrogated using **grace's** powerful reporting suite.

## ■ Configurable Risk Register

The Risk Profile has extensive configuration options. For example:

- The number and descriptions of likelihood, impact and risk levels can be set
- Rules to determine risk levels from likelihood and impact can be entered.
- Use of gross, as well as net levels, of likelihood, impact and risk level can be allowed
- Options can be specified for residual risk scenarios.
- Risk deletion and closure rules can be selected.
- Additional optional fields and tabs can be enabled if required.
- Risk deletion and closure rules can be selected.

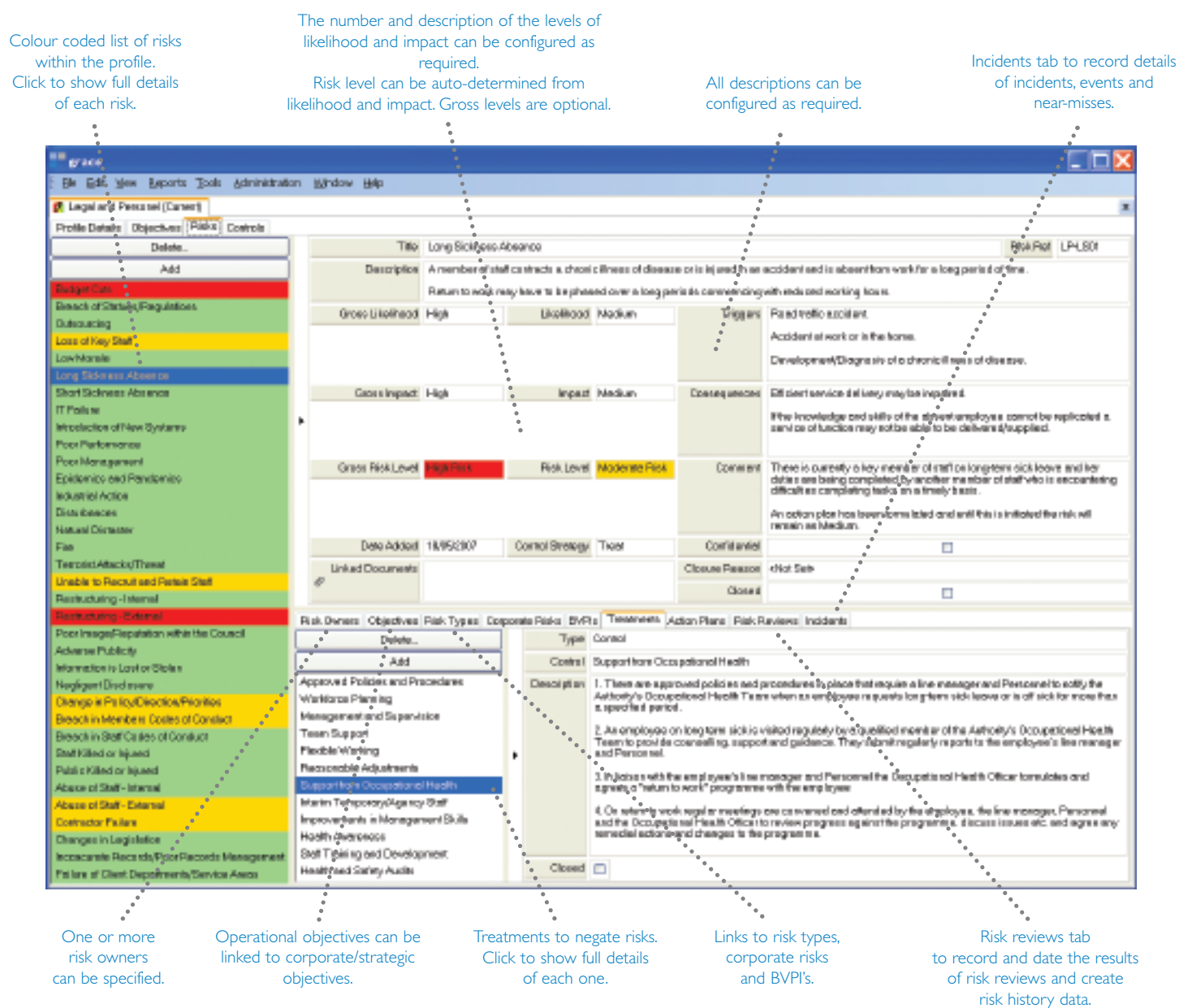


Figure 2. The **grace** Risk Profile ▲

## ■ Risk Type Categories

In addition to basic risk registration, risks can be further categorised by their impact area and be mapped to corporate/generic risk types, to enable instances of similar risks to be grouped regardless of where they may occur in the organisation.

## ■ Best Value Performance Indicators (BVPIs)

Optionally risks can be mapped to an organisation's Best Value Performance Indicators (BVPI's) allowing reporting of which risks may impact the achievement of each indicator.

## ■ Mitigating Actions

The risk profiles hold details of mitigation actions that are in place to reduce the likelihood or impact of a risk. Information held for action can include the action owner, its status and if applicable the planned review date.

## ■ Controls, Tests and Insurances

For authorities who wish to link risk and audit management, **grace** provides a control, compliance test and insurance policy database, integrated with the risk profiles.

## ■ Opportunities

Opportunities arising from the operation of mitigating actions and controls can be identified and reported.

## ■ Action Plans

Where assessment of a risk has identified that additional actions are required, details of these actions can be recorded. Action plans can optionally include costing information and target dates, and action owners can be sent automatic reminder e-mails of outstanding and overdue actions.

## ■ Risk Review

The risk review process within **grace** records not only the occurrence of a review, but also the state of the reviewed risk. A risk history is thus built that can be interrogated to see rising/falling risk exposure. Set-up options allow risk review criteria to be specified.

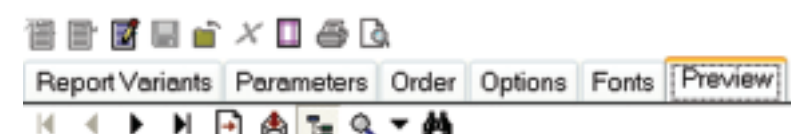
## ■ Spell Checking

**grace** can be integrated with the powerful Microsoft Word spelling and grammar checking facilities to ensure the quality and accuracy of the text entered.

## ■ Flexible Management Reporting

**grace** comes with a rich set of reports that can be user-configured to specific reporting requirements. There is no report writer to learn, the reports are configured by simply selecting options. Report configurations can be saved and if required shared, making them available to all users.

Additionally, data within the **grace** database can be accessed directly using standard reporting and Microsoft Office products.



◀ Figure 3. **grace** Reporting Options

## ■ E-mailing

Reports can be automatically e-mailed to risk and action owners reminding them of imminent and/or outstanding actions.