

**RISK MANAGEMENT STEERING GROUP held at COUNCIL OFFICES  
LONDON ROAD SAFFRON WALDEN at 2.30 pm on 22 JUNE 2004**

Present:- Councillors R J Copping and A J Ketteridge.

Officers in attendance:- R Chamberlain, S Fowler, N Harris, S McLagan,  
M Perry and M T Purkiss.

**RM1 APPOINTMENT OF CHAIRMAN**

RESOLVED that Councillor Copping be appointed Chairman of the Steering Group.

**RM2 MINUTES**

The Minutes of the meeting held on 18 March 2004 were approved as a correct record and signed by the Chairman.

**RM3 BUSINESS ARISING**

Nick Harris reported that the Bulletin had not yet been produced. He suggested that the Bulletin should explain what risk management meant and illustrate how it should be applied at a strategic and operational level. Michael Perry said that most departments had carried out operational risk assessments but this needed to be addressed at a corporate level. It was also suggested that the issue of contingency plans needed to be addressed.

AGREED that Nick Harris and Simon Martin to produce the Bulletin by August/September 2004.

In relation to Action Planning, it was suggested that the Chief Executive needed to raise the issue with the political groups so that the suggested lead officers and Members could be confirmed. The matter also needed to be raised at officer level and officers needed to be proactive in progressing the matter. It was also necessary to identify which committee would be responsible for monitoring each of the risks identified.

Councillor Copping suggested that it would be useful to revisit the ZMMS Report and reassess the current situation.

The issue of "building a register" fell within the remit of Internal Audit and it was AGREED that Simon Martin and Sarah Fowler would work together on this.

Councillor Copping also suggested that the final CPA report needed to be circulated to all councillors and senior officers and an assessment needed to be made of the gap between the CPA expectations and reality.

Nick Harris reported on the “discount” from ZMMS and it was felt that they should be approached to see whether this could be made available for training and workshops on risk management.

AGREED that Nick Harris to contact ZMMS.

**RM4 MEMBERSHIP OF STEERING GROUP**

It was AGREED that the current membership was appropriate but Sarah McLagan would speak to Diane Burrige to see whether she wished to take her place on the Steering Group.

**RM5 FUTURE WORK PROGRAMME**

It was AGREED that the ZMMS Report should provide the basis for the initial future work programme of the Steering Group.

**RM6 FREQUENCY OF MEETINGS**

It was AGREED that meetings would be held bi-monthly and the next meeting would be held at 2.30 pm on 24 August 2004.

The meeting ended at 3.00 pm.