

**RISK MANAGEMENT STEERING GROUP held at COUNCIL OFFICES
LONDON ROAD SAFFRON WALDEN at 2.30 pm on 24 AUGUST 2004**

Present:- Councillor A J Ketteridge.

Officers in attendance:- M Cox, S Fowler, N Harris, S Martin and M Perry.

RM7 APPOINTMENT OF CHAIRMAN

RESOLVED that Councillor A J Ketteridge be appointed Chairman for the meeting.

RM8 MINUTES

The Minutes of the meeting held on 21 June 2004 were approved as a correct record and signed by the Chairman.

RM9 BUSINESS ARISING

Nick Harris and Simon Martin had prepared a draft list of contents that would be used as the basis for the staff bulletin. A draft of the full document would be sent to members of the group for comments before being circulated more widely.

Mike Perry would remind the Chief Executive to raise the issue of Risk Management Planning with the political groups.

Nick Harris had provisionally arranged for a consultant from ZMMS to meet with the group on 2 November 2004. This would enable a discussion on the likely training needs.

RM10 ZMMS REPORT

Since the original report had been produced there had been a number of changes to the organisation. It was therefore necessary to confirm that the correct officer had been allocated as the owner to each risk. It was then important to ascertain what, if anything, had been done to progress the actions set out in the report.

AGREED that Nick Harris would re circulate the report and prepare an Organisation position statement for the next meeting.

RM11 FUTURE WORK PROGRAMME

The future work programme would be based largely on the ZMMS recommendations. Nick Harris reminded the group that the Council had agreed the Risk Management Strategy in January 2004 and this could also

form part of the future work programme. He would circulate this to group members and Executive Managers.

RM11 MEMBERSHIP OF GROUP

Councillor Copping had indicated that he would not be attending any further meetings of the group and it was therefore necessary to appoint a new member. The chairman agreed that a member could be co-opted and it was

AGREED that Mike Perry would take this to Group Leaders.

It was also confirmed that Sarah Maclagen should continue as a member of the group.

RM12 NEXT MEETING

The next meeting would be held on Tuesday 5 October at 2.30pm at the Saffron Walden Offices

The meeting ended at 3.00pm.