

**RISK MANAGEMENT STEERING GROUP held at COUNCIL OFFICES  
LONDON ROAD SAFFRON WALDEN at 2.30 pm on 5 October 2004**

Present: - Councillor A J Ketteridge.

Officers in attendance: - S Baker, V Borges, N Harris, S Martin and I Orton.

**RM14 CHAIRMAN**

RESOLVED that S Martin be appointed Chairman for the meeting.

**RM15 APOLOGIES FOR ABSENCE**

Apologies were received from R Chamberlain, S McLagan, J Mitchell and M Perry.

**RM16 MINUTES**

The Minutes of the meeting held on 24 August 2004 were approved as a correct record and signed by the Chairman.

**RM17 BUSINESS ARISING**

**(i) Minute RM12 – Membership of Group**

Councillor Ketteridge raised the need for the appointment of a new elected Member following the resignation of Councillor Copping from the Council. The Chairman agreed and suggested that this issue should be raised again with the Group Leaders.

**RM18 RESUME ON PREVIOUS RISK MANAGEMENT WORK**

Nick Harris introduced the report, which gave a breakdown of the progress made in developing and improving risk management from December 2002 until the current day. He highlighted the strategic focus of Risk Management and its increasing importance in Local Government. This was demonstrated by the inclusion of Executive Managers in the membership of the Steering Group and the Council's adoption of a code of Corporate Governance.

Nick explained the progress with the ZMMS report explaining that 26 strategic risks had been identified. In reply to a question asked by Sarah Baker he said the needs were determined as strategic aspects and not at an operational level but this was due to be looked at and was on the agenda. Sarah also added the need to make sure that the risks were assigned to owners to enable the operational side to be completed. It was commented that a lot of work had been carried out.

AGREED that Risk Management had made enormous progress. However, the risks needed to be assigned owners to ensure continued success.

RM19 **AUDIT COMMISSION REPORT ON RISK MANAGEMENT**

Ian Orton summarised the details of the Risk Management Audit undertaken by the Audit Commission carried out between January and June 2004. He explained the importance of risk management and that the Council had recognised this by establishing a high-level officer and Member Risk Management Steering Group and the adoption of a risk management policy and strategy in January 2004. He informed the group that the Executive Management Team (EMT) had considered the report and referred the Action Plan to the Risk Management Steering Group for implementation. Ian Orton proposed the best way to begin the work would be through engaging external help. The group endorsed this suggestion and agreed that ZMMS would be the best company as they were already aware of the key issues. Ian believed that the figure of £10,000 should cover the initial costs and he would take this to the EMT so work could commence.

AGREED that Ian produces the relevant report outlining the need for the external help including costing to the EMT to enable the work to commence.

RM20 **STAFF BULLETIN**

Simon Martin had prepared a draft bulletin designed to raise the profile of risk management amongst all levels of staff. The report explains risk management, the role of managers, spelt out the benefits and explained why it has been brought to prominence. It also outlined the risk management issues that the Council would be addressing in the future.

In reply to a question from Sarah it was agreed that the Civil Contingency Bill be brought into the report to add weight.

AGREED that members would look at the report and give feedback to Simon.

RM21 **ZMMS REPORT**

Nick Harris explained the two reports produced by ZMMS. The first report outlined the risks identified arising from the interviews undertaken with senior managers and Members and the second showed how the risks had been rated and prioritised. The main issue reported was the need to confirm the allocation of risks to owners and this would need to be raised with EMT in order for decisions to be made.

Nick also reported that a member of ZMMS would talk to the group mainly about the benefits of good risk management at the next meeting to be held on 2 November.

RM22

**NEXT MEETING**

The next meeting would be held on 2 November at 2.30pm at the Saffron Walden Offices.

The meeting ended at 3:10 pm.