

**RISK MANAGEMENT STEERING GROUP held at COUNCIL OFFICES
LONDON ROAD SAFFRON WALDEN at 2.30 pm on 1 DECEMBER 2004**

Present: - Councillors A J Ketteridge and S C Jones.

Officers in attendance: - V Borges, R Chamberlain, N Harris, S Martin and S McLagan.

RM23 CHAIRMAN

RESOLVED that S Martin be appointed Chairman for the meeting.

RM24 APOLOGIES FOR ABSENCE

Apologies were received from S Baker, J Mitchell and M Perry.

RM25 MINUTES

The Minutes of the meeting held on 5 October 2004 were approved as a correct record and signed by the Chairman.

RM26 E-MAIL TO N HARRIS FROM ZURICH MUNICIPAL MANAGEMENT SERVICES (ZMMS)

The Principal Accountant introduced the item explaining that the Risk Management Audit from the Audit Commission had identified 32 recommendations some requiring a depth of work. He reminded the meeting that the Council had employed Zurich Municipal Management Services approximately one year ago to assist in the preparation of a strategic risk register and the necessary action planning. However since that work had been completed only a limited amount of progress had been made. It had been decided at the meeting on 5 October 2004 the best way for the work to progress would be through engaging further external help and subsequently the former Performance Manager had presented a report to EMT requesting approval for expenditure of £10,000, which had apparently been agreed.

The group were advised that a Consultant from Zurich had given a talk on 2 November 2004 and had subsequently produced the e-mail outlined in the report, which addressed some of the main concerns associated with the Risk Management issues. He explained that the e-mail proposed four main services which would help to build on the work that was carried out by ZMMS last year, each proposal specified the cost to the Council. The proposal indicated that in addition to the original £10,000 the cost of £1,500 would also be needed in order to cover the service of Members Workshop.

In response to questions from members of the Group regarding the revised £11,500 budget and its availability it was decided that the issue would need to be clarified with the Executive Manager (Finance and Asset Strategy), as it may have to be taken to Resources Committee for approval.

In reply to questions from both Councillors, the Executive Programme Manager (Quality of Life) informed the group that Risk Management was currently not visibly embedded within the Council. However Risk Management issues are often implicit within Committee reports.

Councillor Jones agreed to the proposal from ZMMS and added that it would be essential that training was filtered through to all staff. The Executive Programme Manager (Quality of Life) agreed and added that some literature on Risk Management should start to be passed through the organisation now. The Audit Partnership Manager suggested that the Staff Bulletin should be updated and released as soon as possible.

The Group AGREED

1. To accept the proposal submitted by ZMMS in order to progress Risk Management within the Council subject to the Executive Manager (Finance and Asset Strategy) confirming budget availability.
2. That the Principal Accountant would e-mail Group members informing them of the budget situation.
3. That the Principal Accountant would consult with ZMMS to establish whether they are able to hold their prices until March.
4. That the Audit Partnership Manager would update the Risk Management Staff Bulletin and circulate thereafter.

RM22

NEXT MEETING

The next meeting would be held on 2 February at 2.30pm in the Civic Suite Meeting Room at the Saffron Walden Offices.

The meeting ended at 3:20pm.