

**Meeting**                      **Risk Management Steering Group**

**Date:**                        **1 December 2004**

**Agenda Item No:**        **4**

**Title:**                        **E-mail to Nick Harris from Zurich**

**Author:**                    **Keith Onslow from Zurich**

Nick

Following our meeting last Tuesday, I have detailed below, the services that will start to address some of the concerns in the Council on the Risk Management issues. I am aware that this will not immediately deal with every item on the Audit Commission Action Plan.

The intention in these services though, is to make progress on the work that was done with ZMMS last year, and deal with page/item 10 of the Action Plan (Operational Risk Management). This will then enable the Council to consider the next stage of work; and whether you require further help from us. Thus the four services proposed are:-

#### Strategic Risk Management Refresh

To review and update the Corporate Risk Assessment to take into account the changes both external and internal which are currently facing Uttlesford District Council. This should be achieved as a half-day exercise involving the whole Management Team.

The outcome will be an enhanced set of risks, together with a Risk Profiling exercise to put them in order of priority, and a report. We will need to provide the participants with a short briefing note in advance and in addition; Michael, Simon or yourself may wish to provide some guidance on expected outcomes (i.e. what you would like people to think about in advance).

We also ought to think about which of the risks from the previous exercise are carried over into the new Risk Assessment. In order to help David flesh out any of the discussion in the workshop, it would be useful to have some appropriate background reading, (e.g. new Corporate Plans).

The costing reflects the time on site for David, together with preparation time, and the preparation of a report from the information from the management team workshop.

## Strategic Risk Management Consultancy - Pricing schedule:-

| Project  | Price           | Activity  |
|--|-----------------|---|
| Review of corporate and cross cutting exercise with management team. | £4,000 plus VAT | <ul style="list-style-type: none"><li>• Risk generation and re-profiling exercise with management team.</li><li>• Post workshop preparation of risk scenarios.</li><li>• Update report of strategic risks, for management team.</li></ul> |

The fees shown above are inclusive of our disbursements and are valid for a period of 3 months from the date of this proposal.

The input days and the time scales rely upon the support of the Management Teams and the availability of the interviewees.

### Risk Management Strategy Update

As mentioned in our conversation last Thursday, I have asked Debbie Robinson to phone you to discuss the work that will be required in updating your previous work. This work is normally carried out on a time basis; thus will depend on how much work/time is required by Debbie. However, I know the budget is limited at the Council and thus I can estimate £3000 plus VAT for this exercise. Debbie will of course, discuss exact figures when a better picture emerges of what is needed.

### Operational Risk Management Training

As mentioned, our current service is undergoing a substantial revision and will not be available until January 2005. However, I am advised by our Loss Control Department that we should be able to deliver this to Uttlesford, if required; by the end of January 2005. The session is likely to be spread over two half day workshops and the cost will be £3000 plus VAT.

### Members Workshop (on Strategic Risk Management)

I believe you were going to discuss this within the Council. Clearly, it is important that Members do get involved in this process, and we have found these Workshops very useful in alerting Members to the Management processes that the Council must now pursue. The Workshop is likely to be carried out over a half day session at a cost of £1500 plus VAT.

I hope the above confirms your understanding of our discussions last week. If there are any questions on the proposed services, please let me know. We have had significant demand for these services and thus it is unlikely that we could deliver them until January 2005. However, if you can kindly confirm acceptance of these proposals, I will arrange for firm dates to be agreed.

Kind regards, Keith Onslow