

**RISK MANAGEMENT STEERING GROUP held at COUNCIL OFFICES
LONDON ROAD SAFFRON WALDEN at 4.00 pm on 7 FEBRUARY 2006**

Present:- Councillors A J Ketteridge and V J T Lelliott.

Officers in attendance:- R Danton, J Dear, S Martin, S McLagan, P O'Dell,
M T Purkiss and J Smith.

RM1 CHAIRMAN

RESOLVED that Councillor V J T Lelliott be appointed Chairman of the Steering Group for the remainder of the municipal year.

RM2 APOLOGIES FOR ABSENCE

Apologies were received from Councillor S C Jones, R Chamberlain and M J Perry.

RM3 MINUTES

The Minutes of the meeting held on 1 December 2004 were approved as a correct record and signed by the Chairman.

RM4 AN INTRODUCTION TO RISK MANAGEMENT

The Audit Partnership Manager gave a brief presentation explaining the importance of risk management, risk analysis and risk treatment and suggested that the Risk Management Steering Group had a role in the monitoring and review of the risk management process and adopting a risk management strategy.

RM5 REVISED RISK MANAGEMENT STRATEGY AND ACTION PLAN

The Audit Partnership Manager presented a risk management strategy for the Council which had been reviewed and updated. He explained that it included actions associated with further embedding risk management at the Council.

Councillor Ketteridge pointed out that the Steering Group had not met since December 2004 and he said he was disappointed that risk management had not cascaded down to all staff and emphasised that it was essential that ownership started at the top. The Audit Partnership Manager said that he was aware of this problem and a position statement had been submitted to the Executive Management Team identifying such gaps. The Management Action Plan referred to those gaps and identified what needed to be done. The Executive Programme Manager (Quality of Life) added that risk management was to be considered as part of the forthcoming service plan process and she would also reinforce the importance of the action plan at a future EMT meeting. She also advised that Risk Management was an

important element in Project Management and it was agreed that she should meet with the Audit Partnership Manager to ensure the two methodologies had the same approach.

AGREED that the updated risk management strategy and associated action plan be adopted by the Steering Group.

RM6 **BUSINESS CONTINUITY**

The Emergency Planning Officer explained that business continuity was a statutory obligation under the Civil Contingencies Act 2004, whereby all local authorities as a category one responder had to produce a business continuity plan.

In order to be proficient in terms of implementing and maintaining business continuity it was recognised, as advised under the Civil Contingencies Act, that a business continuity steering group was required. He suggested that the Risk Management Steering Group should adopt the role of implementing and advising on any business continuity issues. Councillor Lelliott said that risk management and business continuity were so closely linked that it should be considered by the same group and it was

AGREED that the Risk Management Steering Group adopt the responsibility of implementing and advising on any business continuity issues.

RM7 **MEMBERSHIP OF ALARM**

The Internal Auditor explained that ALARM was the national forum for risk management in the public sector in the UK with over 1,750 members. It represented all parts of the public sector, including local authorities, police and fire authorities, educational establishments, housing organisations and central government departments.

He said that ALARM's primary purpose was to assist, advise and represent public sector organisations in the promotion, development and delivery of integrated risk management. The Internal Auditor explained the key objectives of ALARM and the benefits of membership.

The Group considered that the benefits far outweighed the relatively small cost involved and it was

AGREED that continued membership of ALARM be approved.

RM8 **FUTURE MEETINGS**

It was agreed that a further meeting would be needed in June 2006 and that a meeting should be held during each of the five-committee cycles.

It was also agreed that, in view of her expertise in health and safety matters, Caroline Burchall should be invited to join the Group and that Jason Dear should be the focal point for business continuity matters for IT and Human Resources issues.

The meeting ended at 5.00 pm.