

31 January 2006

Dear Councillor

RISK MANAGEMENT STEERING GROUP

A meeting of the Risk Management Steering Group will be held in the Chairman's Office at the Council Offices, London Road, Saffron Walden, on Tuesday 7 February 2006 at 4.00 pm.

Yours faithfully

ALASDAIR BOVAIRD

Chief Executive

A G E N D A

- 1 Appointment of Chairman.
- 2 Apologies for absence and declarations of interest.
- 3 Minutes of the meeting held on 1 December 2004 (attached).
- 4 Business arising.
- 5 An introduction to risk management – a brief presentation by Simon Martin, Audit Partnership Manager.
- 6 Revised Risk Management Strategy and action plan - item for decision.
- 7 Business continuity arrangements – item for decision
- 8 ALARM – item for decision.
- 9 Frequency of meetings (verbal report) – item for decision.
- 10 Any other items which the Chairman considers to be urgent.

To: Councillors S C Jones, A J Ketteridge and V J T Lelliott

Also to:- R Chamberlain, R Danton, J Dear, S McLagan, S Martin, J Mitchell, P O'Dell and M Perry.

Lead Officer: Simon Martin
Committee Officer: Mick Purkiss