

**RISK MANAGEMENT STEERING GROUP held at COUNCIL OFFICES
LONDON ROAD SAFFRON WALDEN at 4.00 pm on 10 OCTOBER 2006**

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

Officers in attendance:- R Danton, J Dear, V Harvey, S McLagan, S Martin,
P O'Dell, and M J Perry.

RM9 CHAIRMAN FOR THE MEETING

RESOLVED that Councillor A J Ketteridge be appointed Chairman for the meeting.

RM10 APOLOGIES FOR ABSENCE

Apologies for absence were received from R Chamberlain and J Mitchell.

RM11 MINUTES

The Minutes of the meeting held on 27 June 2006 were approved as a correct record and signed by the Chairman.

RM12 BUSINESS ARISING

A Health and Safety Officer was in the process of being recruited and it was hoped they would be able to attend the next meeting in January.

RM13 TERMS OF REFERENCE

The Audit Partnership Manager presented the Terms of Reference for risk management which had been produced approximately two years ago. It considered that some refinement was required as the approach to risk management had changed since it was originally produced.

Members of the group felt that the first Terms of Reference needed the wording to be altered as the word "owns" did not provide sufficient credence. Possible amendments were: proves, facilitates, promotes and implements. As the steering group held no constitutional role any recommendation would have to be agreed by the Operations Committee.

RESOLVED that the Steering Group

1. Confirm its Terms of Reference to read:

- Approves the Council's risk management strategy
- Promotes a best practice framework that embeds risk management at the Council
- Monitors and reviews the Council's risk management strategy

- Monitors and reviews the Council's various risk registers
- Monitors and reviews the Council's business continuity arrangements

2. Nominate another member to join the Steering Group from the Operations Committee.

RM14

RISK MANAGEMENT – UPDATE

The Audit Partnership Manager had prepared a report updating Members about the Council's risk management arrangements and work undertaken to improve them since the last meeting in June.

The improvements to the risk management arrangements were now ten months old and needed updating. It was resolved at the Extraordinary Performance Select Committee meeting on 21 September that the Risk Management Steering Group carry out a review to ensure sufficient progress be made to embedding risk management within the Council. This could be carried out by completing a self assessment against the key lines of enquiry in the Use of Resources Assessment.

The Audit Partnership Manager talked through the Management Action Plan and in relation to item 2 indicated that when the report was written 54 out of 75 had been completed; this had now risen to 64, which was 85%. There were currently 11 outstanding reviews. Four in finance and seven in planning. Item 6 stated a senior officer and Member needed to Champion and take responsibility for embedding risk management throughout the Council and it had been agreed that Michael Perry and Councillors Jones and Ketteridge would embark upon these roles.

It was suggested that checklists within reports could be expanded to cover any potential risk and instead of indicating the risk as high, medium or low could be filled in to explain the reason for the assessment of the risk/impact in that category.

RESOLVED that

1. The Steering Group carry out a review to ensure sufficient progress had been made with embedding risk management at the Council. This was to be based upon a self assessment against the key lines of enquiry in the Use of Resources Assessment and what actions were required to move beyond the self assessment rating.
2. Committee reports include a justification of risk and impact categorisations.

RM15

WORKPLAN

The Risk Management Steering Group was re-formed in February 2006 and since had met several times to consider a variety of reports. It was proposed that at the next meeting in January a review of risk management

arrangements be carried out by completing a self assessment exercise. In addition members would have an opportunity to consider some completed risk registers. The following meeting in April 2007 would consider some completed risk registers, review the Risk Management Strategy and consider Health and Safety risk management.

As there was considerable business at the next meeting members suggested an earlier start time of 2pm. It was agreed that it would be useful to invite some risk owners to the meeting to answer any questions on their risk register and that this item should be the first on the agenda.

RESOLVED that the Steering Group approve the proposed workplan for 2006/07.

RM16

BUSINESS CONTINUITY

The Emergency Planning Officer reported that Business Continuity was a statutory obligation under the Civil Contingencies Act (CCA) 2004 whereby all local authorities as a Category One Responder must produce Business Continuity Plans (BCP). The Business Continuity templates were almost completed and would be disseminated to EMT upon approval. A standard template of advice for local businesses had been developed with the Essex Business Continuity Working Group.

He explained that a lot could be learnt from previous emergencies, and the recent fire at Colchester had required the Local Authority to put their BCP into place, to which there were areas of success and some in need of improvement.

RESOLVED that

1. The Emergency Planning department implement pre-planned Business Continuity Structures.
2. The Emergency Planning department would disseminate Business Continuity templates to Executive Departments/Service Heads for completion.
3. The Emergency Planning department would promote business continuity to local business. This involves the production of a standard template of advice for businesses affected by an emergency.

RM17

INSURANCE GUIDES

An insurance guide had been prepared by the Finance department which outlined what insurance was and how it worked, what the Council was covered for and claiming on a policy. Once in final draft this would be sent out to staff in leaflet format. The Executive Manager (Finance and Asset Strategy) explained that the Council was well covered and did not receive many claims.

RM18 **FUTURE MEETINGS**

It was agreed that the next two meetings would be held on 16 January and 3 April 2007.

The meeting ended at 5.25 pm.