

Committee: Risk Management Steering Group
Date: 10 October 2006
Title: Terms of Reference
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Agenda Item

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Item for
decision

Summary

- 1 The Terms of Reference for the Risk Management Steering Group are due for review and updating.

Recommendations

- 2 The Steering Group confirm its Terms of Reference.

Background Papers

- 3 Previous Terms of Reference.

Impact

Communication/Consultation	There may be ineffective communication and consultation if the Council fails to manage its communications/consultation.
Community Safety	There may be implications for the community and its safety if the Council fails to manage its significant business risks.
Equalities	There may be inequalities if the Council fails to manage its significant business risks.
Finance	There may be financial implications if the Council fails to manage its significant business risks.
Human Rights	Human Rights may be infringed if the Council fails to manage its significant business risks.
Legal implications	Litigation may result if the Council fails to manage its significant business risks.
Ward-specific impacts	All wards may be affected if the Council fails to manage its significant business risks.
Workforce/Workplace	The Council's workforce may be affected if the Council fails to manage its significant business risks Members and officers are likely to require training

Situation

- 4 The Terms of Reference for the Risk Management Steering Group are:

Risk management

- integrate risk management into the Council's culture and planning processes
- facilitate risk management in accordance with best practice
- anticipate and respond to changing requirements
- prevent injury, damage and losses and to reduce the cost of risk
- raise awareness of the need for risk management by all those in the delivery of council services
- take actions to minimise the likelihood of risks occurring and reduce the consequences of an associated event
- ensure risks are monitored regularly and reported to Members in order to inform the annual Corporate Governance assurance statement

The above was produced approximately two years ago. It is considered that some refinement is required as the approach to risk management has changed since it was originally produced. The most significant gap is that the Steering Group will need to monitor the Council's risk registers. The Steering Group are also not recognised as risk owners and therefore cannot take actions to minimise the likelihood of risks occurring nor reduce the consequences of an associated event. The Steering Group has also accepted some responsibility for business continuity. Simplified Terms of Reference could therefore be:

- owns the Council's risk management strategy
- promotes a best practice framework that embeds risk management at the Council
- monitors and reviews the Council's various risk registers
- monitors and reviews the Council's business continuity arrangements

The views of the Steering Group on any revised Terms of Reference are therefore welcomed.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
The Council fails to manage its significant business risks resulting in criticism and declining performance	Low	High	Risk Management Strategy (2006) Risk Management Steering Group Strategic and Operational Risk Registers Project Management Toolkit