

2 October 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 10 October 2006 at 4.00 pm.

Yours faithfully

ALASDAIR BOVAIRD

Chief Executive

A G E N D A

- 1 Apologies for absence and declarations of interest.
- 2 Minutes of the meeting held on 27 June 2006 (attached).
- 3 Business arising.
- 4 Terms of Reference.
- 5 Risk Management – Update and Action Plan.
- 6 Workplan for 2006/07.
- 7 UDC Business Continuity.
- 8 Insurance Guide.
- 9 Dates of future meetings – 16 January 2007; 3 April 2007.
- 10 Any other items which the Chairman considers to be urgent.

To: Councillors S C Jones and A J Ketteridge

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