

**RISK MANAGEMENT STEERING GROUP held at COUNCIL OFFICES  
LONDON ROAD SAFFRON WALDEN at 2.00 pm on 16 JANUARY 2007**

Present:- Councillor S C Jones.

Officers in attendance:- S Bronson, J Dear, M C Leong, S Martin, J Patel  
and M T Purkiss.

**RM19 APOLOGIES**

Apologies for absence were received from Councillor A J Ketteridge and R Danton, J Mitchell, M Perry and P O'Dell.

**RM20 MINUTES**

The Minutes of the meeting held on 10 October 2006 were approved as a correct record and signed by the Chairman.

**RM21 BUSINESS ARISING**

The Chairman welcomed Jitendra Patel who had recently been appointed as the Council's Health and Safety Officer.

In answer to a question from the Chairman, Jason Dear said that the promotion of business continuity to other businesses in the district would be undertaken during March and April. The Chairman suggested that he make contact with the Saffron Walden Business Forum through Sarah Seward.

**RM22 MANAGEMENT OF SIGNIFICANT BUSINESS RISKS**

The Audit Partnership Manager submitted a report advising Members of the current position relating to the self assessment of risk management against the Audit Commission's Key Lines of Enquiry. He explained that the Audit Commission judged how well the Council managed and used its financial resources. It broadly covered strategic financial management and therefore included the Council's risk management arrangements. The judgement consisted of a number of key lines of enquiry and areas of audit focus and evidence. There were also criteria of performance against each key line of enquiry showing performance levels 2, 3 and 4. He said that judgement was made on the following scale:

- 4 = well above minimum requirements (performing strongly)
- 3 = consistently above minimum requirements (performing well)
- 2 = at only minimum requirements (adequate performance)
- 1 = below minimum requirements (inadequate performance)

He then explained in more detail the requirements of each level and said that last year the Council had been assessed at level 2. He considered that the self assessment demonstrated that the Council had maintained a position at

level 2. However, he said that the Council had now introduced Covalent performance management software which incorporated a risk management element and this would be used to ensure better ownership and embedding of risk management. He considered that this would help the Council move towards level 3 and said that some additional work would be required on defining and assessing partnerships, training and reporting mechanisms. It was concluded that the Council would be able to move towards level 3 during 2007/08.

The Steering Group agreed the self assessment as set out above and asked that a report be brought to the next meeting listing the Council's significant partnerships and setting out a definition of a partnership.

RM23

### **REVIEW OF CORPORATE RISK REGISTERS**

The Audit Partnership Manager presented a Risk Register entry for each of the risks associated with the themes in the Corporate Plan as follows:

- Dealing with the proposals for the expansion of Stansted Airport and other development
- Equalities and diversity
- Affordable housing
- User focus and community engagement
- Progressing the Council's ICM programme
- People, performance and accountability
- The 2007 Project
- Procurement
- Implementing the Council's recycling strategy
- Strategic partnership working
- Becoming a more sustainable organisation

He said that the information on these issues would be updated and incorporated into the Covalent performance management software.

The Steering Group expressed some concern at the apparent lack of risk assessments in the refuse collection and recycling area. The Health and Safety Officer agreed to pursue this matter further and report back to the Group as part of an overall position statement.

RM24

### **BUSINESS CONTINUITY**

The Emergency Planning Officer reported that the business continuity template was being prepared and the business impact analysis would be undertaken within the next two months.

RM25

**NEXT MEETING**

It was agreed that the next meeting would be held on Tuesday, 3 April 2007 at 4.00 pm.

The meeting ended at 3.20 pm.