

**RISK MANAGEMENT STEERING GROUP held at COUNCIL OFFICES
LONDON ROAD SAFFRON WALDEN at 6.00 pm on 25 JULY 2007**

Present: - Councillors R Clover and R Sherer.

Officers in attendance: - S Bronson, J Dear, M J Perry, and M T Purkiss.

RM1 APOLOGIES

Apologies for absence were received from M Leong, S Martin, J Mitchell, P O'Dell, and J Patel.

RM2 APPOINTMENT OF CHAIRMAN

Action

That Councillor R Sherer be appointed Chairman of the Steering Group.

RM3 MINUTES

The minutes of the meeting held on 16 January 2007 were approved as a correct record and signed by the Chairman.

RM4 BUSINESS ARISING

The Assistant Chief Executive reported that notice had been given to Stevenage Borough Council to discontinue the Audit Partnership. He said that the Audit Partnership Manager had recently been appointed as a Head of Division and he had taken the opportunity to review capacity. Opportunities for further partnerships would be kept under review.

The Acting Audit Manager said that a report on significant partnerships and a definition of partnership would be submitted to the next meeting of the Steering Group.

RM5 REVIEW OF COMPOSITION OF STEERING GROUP AND TERMS OF REFERENCE

The Acting Audit Manager reported that, as a result of reorganisation and other staff changes, the composition of the Steering Group and its terms of reference required review and updating.

Details of current and previous membership of the Steering Group were set out. Members then discussed the objectives of the Steering Group and the Officers that would be required to help achieve these.

Action

Membership of the Steering Group to include Councillors Clover and Sherer and the Heads of Division for Finance, Housing, Planning Control, Community Engagement and Environmental Health together with the following existing members: Assistant Chief Executive, Audit Manager, Emergency Planning Officer, and Health and Safety Officer.

It was noted that the Terms of Reference agreed at the meeting held on 10 October 2006 were:

- Approve the Council's Risk Management Strategy
- Promote a best practice framework that embeds risk management at the Council
- Monitor and review the Council's risk management strategy
- Monitor and review the Council's various risk registers
- Monitor and review the Council's business continuity arrangements

Members confirmed that the Terms of Reference as set out above were appropriate.

RM6

RISK MANAGEMENT STRATEGY

The Steering Group noted that the Council's Risk Management Strategy had been reviewed and updated to reflect recent organisational changes. The Risk Management methodology had also been amended to incorporate a four by four method of scoring risk.

Action

The Risk Management Strategy as amended be adopted.

RM7

RISK MANAGEMENT UPDATE

Members consider a report updating information about the Council's Risk Management arrangements and work undertaken to improve them since the last meeting in January 2007.

At the previous meeting the Self Assessment of Performance Level 2 against the Audit Commission's Key Lines of Enquiry was agreed. Further progress had been made towards achieving Level 3 during 2007/08.

All Corporate and Operational Risk registers had been input into the Covalent Performance Management system. This would facilitate easier review and updating actions by the risk owners and monitoring of risk registers by the Steering Group.

As a result of the Uttlesford 2011 re-organisation, a risk management presentation had been given to all Heads of Division as part of their development programme and an exercise was currently under way to confirm

risk managers and owners, following which Covalent training would be arranged and all operational risk registers would be reviewed and updated a similar exercise to review and update the corporate risk registers was planned.

A standard method of Risks Assessment had been agreed for use throughout the Council and was in the process of being incorporated into Divisional Plans and the Project Management Toolkit.

Members considered a proposed improvement plan for 2007/08 which was intended to bring the Council up to level 3. The ultimate aim would be to move to Level 4.

The Acting Audit Manager said that she would arrange for members of the Steering Group to be involved in the demonstration of Covalent.

Action

- 1 Details of all significant partnerships and clarification of partnership to be reported to next meeting.
- 2 Plan to be amended with the implementation date for item 4 (identification of partnerships) to be by next meeting and the assessment of risks in relation to them to be undertaken by 31 March 2008.

RM8

BUSINESS CONTINUITY

The Emergency Planning Officer outlined the requirements under the Civil Contingencies Act and made specific reference to business continuity plans, recovery plans, and mutual aid arrangements with other authorities. He was also preparing a Business Continuity Template for all Heads of Divisions to complete.

RM9

NEXT MEETING

It was agreed that arrangements would be made for the next meeting to be held at 6.15 pm on Wednesday 19 September 2007 and for meetings to be held quarterly thereafter.

The meeting ended at 6.50 pm