Composition of Steering Group and Review of Terms of Reference Risk Management Steering Group, Item 5

Committee:	Risk Management Steering Group	Agenda Item
Date:	25 July 2007	5
Title:	Composition of Steering Group and review of Terms of Reference	3
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Summary

1. As a result of Uttlesford 2001 re-organisation and other staff changes, the composition of the Risk Management Steering group and its Terms of Reference require review and updating.

Recommendations

2. The Steering Group decide its future composition and review its Terms of Reference accordingly

Background Papers

3. Previous Terms of Reference agreed at Meeting held on 10th October 2007

Communication/Consultation	There may be ineffective communication and consultation if the Council fails to manage its significant business risks.	
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.	
Sustainability	There may be sustainability implications if the Council fails to manage its significant business risks.	

Impact

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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. When re-convened in February 2006, the membership of the Steering Group was comprised of:

3 Members	Cllrs S C Jones and A J Ketteridge,		
	(Cllr V J T Lelliott for 2005-06 Municipal year only)		
8 Officers	Lead Officer – Audit Partnership Manager		
	Executive Managers –		
	Corporate Governance;		
	Finance & Asset Strategy;		
	Housing Services;		
	Development Services;		
	Quality of Life		
	Emergency Planning Officer		
	Exchequer Assistant (with responsibility for Insurance)		

The Steering Group currently comprises:

2 Members	Cllrs R Clover and R Sherer
4 Officers	Lead Officer – Acting Audit Manager
	Assistant Chief Executive
	Emergency Planning Officer
	Health & Safety Officer

Given the organisational restructuring and staff changes, the Steering Group will need to consider the additional preferred Officers needed to achieve its objectives.

- 5. The Risk Management Steering Group Terms of Reference agreed at the Meeting held on 10 October 2007 are:
 - Approve the Council's risk management strategy

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- 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

In light of the changes to the composition of the Steering Group, the Terms of Reference for the Risk Management Steering Group should be reviewed and updated accordingly.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
The Council fails to manage its significant business risks resulting in criticism and declining performance	1 = Little or no Likelihood The Council is in the process of embedding Risk Management throughout the authority	3 = Significant impact – action required Failure to manage business risk could lead to inability to meet corporate and operational objectives and Adverse audit Commission report and damage to the Authority's reputation	Risk Management Strategy Risk Management Steering Group Corporate and Operational Risk Registers Performance Select Committee