

**RISK MANAGEMENT STEERING GROUP held at COUNCIL OFFICES
LONDON ROAD SAFFRON WALDEN at 6.15 pm on 4 DECEMBER 2007**

Present:- Councillor R Sherer – Chairman.
Councillor R Clover.

Officers in attendance:- R Auty, S Bronson, J Dear, M Leong, J Patel,
M T Purkiss and G Smith.

RM18 APOLOGIES

Apologies for absence were received from D Bradley, H Lock, R Millership,
M Perry and A Webb.

RM19 MINUTES

The Minutes of the meeting held on 25 September 2007 were approved as a
correct record and signed by the Chairman.

RM20 BUSINESS ARISING

(i) Minute RM13 – Risk Management Update

The Acting Audit Manager reported that she had been invited to the meeting
of the Strategic Management Board on 18 December to raise risk
management issues. In relation to the corporate risk register, she said that
from discussions with the Council's insurers, it had come to light that a ring
fenced sum for risk management consultancy had now built up to £7,500.
She said that discussions were being held regarding the best way of utilising
this resource.

It was also noted that Councillor Clover had viewed the covalent system and
arrangements would be made for a similar sessions with Councillor Sherer.

(ii) Minute RM15 – Workplan for 2007/08 – 2008/09

The Acting Audit Manager reported that the review of corporate insurance had
now been allocated to the June 2008 meeting, but there were no other
changes to the workplan.

(iii) Minute RM16 – Business Continuity

The Emergency Planning Officer reported that the leaflet which had been
discussed at the last meeting had now been approved by the Strategic
Management Board and sent for printing. A copy would also be stored
electronically.

RM21

REVIEW OF OPERATIONAL RISK REGISTER – UPDATE EXERCISE

The Acting Audit Manager reported that the programme of Covalent training for operational risk managers and their nominated risk register owners was under way. She outlined the three stages to the exercise and said that seven of the Heads of Division had now received training and arrangements were in hand to provide this for the remainder.

She concluded that once all the operational risk registers were at Stage Three of the programme, regular monitoring and reviewing could commence. It was anticipated that the third stage for all operational risk registers would have been reached by 31 March 2008.

RM22

CORPORATE AND OPERATIONAL RISK REGISTER – MONITORING PROGRAMME

It was noted that the Group was tasked with the monitoring and review of the Council's various risk registers. It was anticipated that all updated operational risk registers would be in place in Covalent for monitoring and review by 31 March 2008.

It was reported that there were five options for the programme of monitoring and review available to the Group as follows:

Option One	March 2008 - review of all registers and prioritising by current risk rating followed by a rolling programme from June 2008 – March 2009 over the year to cover review and monitoring of all (c75) registers.
Option Two	March 2008 - using Covalent, select registers with highest risk ratings and then on a quarterly basis review progress towards implementation of actions to mitigate the high risks, with an annual evaluation of the management of high risks throughout the year in March 2009. Adding / removing Register where rating has significantly changed.
Option Three	As option 2, but inviting Risk Mangers for selected risk registers to discuss their risk management - including how significant changes to risk ratings (either up or down) have occurred or been achieved.
Option Four	Each quarter, using Covalent to provide exception report of any Risk Registers where there are overdue mitigating actions and inviting Risk Managers for those registers to discuss the reason why actions have not been implanted as planned.
Option Five	Any other options to be put forward for discussion at the meeting

Following discussion of the options, it was

AGREED that Officers proceed with Option Three, as set out above.

RM23 **PARTNERSHIP RISK ASSESSMENT**

At the previous meeting, the Steering Group had requested a report outlining progress towards the process of risk assessment of significant partnerships and identifying those currently in place between the Council and outside bodies.

An Uttlesford Draft Partnership Risk Assessment Guidance had been adapted from that used by Three Rivers District Council and was considered in detail by the Steering Group. The Acting Audit Manager also circulated an updated definitive list of partnerships which had been identified. She said that she would now ask the Strategic Management Board to consider a corporate approach to partnerships.

It was suggested that the risk assessment concerning employee safety should be looked at again to see whether any changes were needed.

Subject to the above, the Steering Group approved the way forward.

RM24 **BUSINESS CONTINUITY PLAN**

The Emergency Planning Officer reported that the Corporate Business Continuity Plan would undergo a full review in four stages. Stage One was a review by the Emergency Planning Officer. Stage Two was a review by the Assistant Chief Executive. Stage Three was a review by the Emergency Planning Working Group and in Stage Four, the final draft would be sent to the Risk Management Steering Group, before being signed off by the Strategic Management Board.

He said that the Council was currently at Stage One and it was hoped to complete the review of the Business Continuity Plan by March 2008.

Councillor Sherer asked that Members of the Steering Group be provided with a further details of the policy wording in the Business Continuity Plan with the Council's insurers relating to relocation.

RM25 **NEXT MEETING**

It was agreed that the next meeting of the Steering Group would be held at 6.15 pm on Monday 7 April 2008.

The meeting ended at 7.10 pm.