

6 October 2008

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 14 October 2008 at 6.15 pm.

Yours faithfully

JOHN MITCHELL

Chief Executive

A G E N D A

1. Apologies for absence and declarations of interest.
2. Minutes of the meeting held on 8 September 2008 (attached)
3. Business arising
4. Corporate Risk register – Quarter 1 review report
5. Operational Risk Register monitoring – Quarter 2 review
6. Review of Corporate Insurance Update
7. Business Continuity Update
8. Health and Safety Update
9. Partnership Risk Assessment Update
10. Date of next meeting
11. Any other business that the Chairman considers to be urgent.

To: Councillors R Clover and **R Sherer**.

Also to:- R Auty, D Bradley, S Bronson, M Leong, L Lipscombe, R
Millership, M Perry, G Smith and A Webb.

Lead Officer: Sheila Bronson

Committee Officer: Cathy Roberts

RISK MANAGEMENT STEERING GROUP held at COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN at 6.15 pm on 8 SEPTEMBER 2008

Present:- Councillor R Sherer – Chairman.
Councillor R Clover.
Also present:- Councillor C Smith.
Officers in attendance:- Richard Auty (Head of Community Engagement), Sheila Bronson (Audit Manager), Meng-Chee Leong (Internal Auditor), Rebecca Procter (Democratic Services Officer), Geoff Smith (Head of Environmental Health).

RM36 **APOLOGIES**

Apologies for absence were received from Dave Bradley, Lisa Lipscombe, Roz Millership and Michael Perry.

RM37 **MINUTES**

The Minutes of the meeting held on 7 April 2008 were approved as a correct record and signed by the Chairman.

RM38 **BUSINESS ARISING**

(i) Minute RM29 – Review of composition of Steering Group

It was noted that following the departure of Alaine Clarke, the Community Partnerships Manager Gaynor Bradley now had responsibility for partnership and performance issues in connection with risk management.

AGREED that the Community Partnerships Manager be invited to join the Risk Management Steering Group.

(ii) Minute RM33 – Health and Safety update

The Head of Environmental Health gave an update on health and safety management. He said it had been agreed that responsibility should rest with each head of division, and that they would be supported by an internal group, the Joint Occupational Safety and Health Risk Management Advisory Committee ('JOSHRAC'). The group would provide support for risk assessments rather than overall risk management, and would report to the Risk Management Steering Group, Strategic Management Board and to meetings of heads of division.

The Group expressed satisfaction that progress in health and safety issues was being made, but noted that this would depend on sufficient engagement by heads of division.

(iii) Minute RM34 – Business continuity update

On behalf of the Emergency Planning Officer, the Audit Manager reported that Steve Daly, Senior Emergency Planning Officer at Essex County Council would commence joint partnership working for 1.5 days per week. His main task would be to undertake a review of the Business Continuity Plan to reflect the changes within the Council.

RM39

REVIEW OF RISK MANAGEMENT STRATEGY

The Group considered recommendations for amending the risk management strategy as set out in the report of the Audit Manager. It was noted that many items had already been agreed and that the changes now suggested were fairly small. The Audit Manager advised that the strategy should again be reviewed at the end of the year, as from the internal audit perspective it was important to reduce involvement in risk management.

In reply to a question from Councillor Clover, the Internal Auditor said that in-putting had progressed well, and that only 4.1% of the risks to be included were outstanding.

The Audit Manager explained that she had attended a meeting of the Strategic Management Board to review the corporate risk register, and would be reporting to Performance Select Committee on that review and on the risk management strategy. She invited questions from the Group. She reiterated that it was necessary that the role of internal audit should be independent from risk management, as it was not good governance to continue. Additional officer support would eventually be desirable.

The Head of Community Engagement referred to risk scoring described in the appendix to the report. He asked whether the corporate risk appetite (the level of risk that was acceptable), would include risks set at level 6. The Audit Manager explained that the risk appetite level had been set at this figure by the Strategic Management Board, with regard to the current climate. Whilst level 6 was at the top end of the risk appetite scale, anything above that figure would be deemed unacceptable. 'Red' risks would be monitored by internal audit and the managers concerned, and would be reviewed via reports to this Group. Target dates for decreasing risk ratings would be set.

AGREED that the current risk management strategy be amended as recommended in the report of the Audit Manager.

RM40 **OPERATIONAL RISK REGISTER MONITORING – QUARTER 1 REVIEW**

The Group considered a Covalent report of operational risks for review, and briefly discussed various risks identified.

Councillor Sherer made a declaration of personal interest in matters of insurance. He asked for elucidation regarding risk code 07-OR-CE-06-14 that the museum had inadequate insurance cover. The Head of Community Engagement said there was a planned programme of insurance evaluation.

The timescale for the monitoring of the risk register was discussed. The Audit Manager said that the register was a rolling document and that timings for each risk were a matter for the risk manager.

RM41 **DATE OF NEXT MEETING**

The date of the next meeting was 14 October 2008 at 6.15 pm.

RM42 **ANY OTHER BUSINESS**

The Audit Manager said that items from the original agenda for tonight's meeting would be brought to the next meeting, including a review of corporate insurance. Having made a personal declaration at RM40 regarding insurance matters, Councillor Sherer offered his impartial expertise in this field.

The Audit Manager said that an invitation to the Chairman of this Group had been extended by the Chairman of Performance Select Committee to attend its next meeting, to present the risk strategy. Councillor Sherer agreed that he would attend.

The meeting ended at 7.00 pm.