

12 January 2009

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 Monday 19 January 2009 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 14 October 2008
3. Business arising
4. Corporate Risk register – Quarter 3 review (*Sheila Bronson*)
5. Operational Risk Register monitoring – Quarter 3 review (*Sheila Bronson*)
6. Review of Committee Report Risk Analysis (*Cllr Yarwood & Sheila Bronson*)
7. Review of Corporate Insurance Update (*Steve Joyce*)
8. Business Continuity Update (*Lisa Lipscombe*)
9. Health and Safety Update (*Geoff Smith*)
10. Partnership Risk Assessment Update (*Gaynor Bradley*)
11. Date of next meeting
12. Any other business that the Chairman considers to be urgent.

To: Councillors R Clover, **R Sherer** and also to A Yarwood.
Also to:- R Auty, G Bradley, S Bronson, S Daly, S Joyce, M Leong, L Lipscombe, R Millership, M Perry, G Smith and A Webb.

Lead Officer: Sheila Bronson
Democratic Services Officer: Rebecca Procter

RISK MANAGEMENT STEERING GROUP held at COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN at 6.15 pm on 14 OCTOBER 2008

Present:- Councillor R Sherer – Chairman.

Officers in attendance:- Sheila Bronson (Audit Manager), Steve Daly (ECC Emergency Planning Support) Meng-Chee Leong (Internal Auditor), Michael Perry (Assistant Chief Executive), Cathy Roberts (Democratic Services Officer), Geoff Smith (Head of Environmental Health).

RM43 APOLOGIES

Apologies for absence were received from Councillor R Clover, Richard Auty, Dave Bradley, Gaynor Bradley, Lisa Lipscombe, Roz Millership and Adrian Webb.

RM44 MINUTES

The Minutes of the meeting held on 8 September 2008 were approved as a correct record and signed by the Chairman.

(At a later point in the meeting it was noted that the name of the organisation "JOSHRAC" was the Joint Occupational Safety Health and Risk Assessment Management Advisory Committee, not the name as set out in the Minute.)

RM45 BUSINESS ARISING

(i) Minute RM38 – Review of composition of Steering Group

It was noted that the Community Partnerships Manager Gaynor Bradley was happy to be invited to join the Steering Group but that there was a clash of meetings preventing her attendance at this meeting.

(ii) Minute RM40 – Operational Risk Register Monitoring

(Councillor Sherer made a declaration of personal interest in matters of insurance.)

RM46

CORPORATE RISK REGISTER MONITORING – QUARTER 1 REVIEW REPORT

The Group considered the report of the Audit Manager who also circulated a table of the risks reviewed by the Strategic Management Board in September 2008. It was noted that the next review would probably take place in January 2009 by which time it was expected that a marked improvement would have taken place in all risks except the third on the list (“Developing...workforce”).

RESOLVED that the report of the Audit Manager be noted.

RM47

OPERATIONAL RISK REGISTER MONITORING – QUARTER 2 REVIEW

The Group considered the report of the Audit Manager who also circulated a Covalent report of operational risks for review. She drew attention to particular risks in the fields of emergency planning and the Museum.

The Assistant Chief Executive confirmed that the Museum concerns were cost per visitor, insurance obligations, cost of prospective works and architect’s fees, and the expense of commitment to provision of the Resource Centre site. It was agreed that these would be reviewed again on a rolling basis.

RESOLVED that the report of the Audit Manager be noted.

RM48

REVIEW OF CORPORATE INSURANCE UPDATE

The Audit Manager confirmed that the review of corporate insurance was still in process, but the Interim Head of Finance could not attend to give this report.

The Assistant Chief Executive described situations in Land Charges registration which carried significant insurance risks and asked that an item be placed on the agenda for the next meeting of the Committee when the new s151 officer would be able to be present.

It was noted that the contract with the provider continued until 2010.

RESOLVED that the situation be noted.

RM49 **BUSINESS CONTINUITY UPDATE**

The Group received an update on business continuity from Steve Daly, the Senior Emergency Planning Officer seconded to Uttlesford from the Essex County Council to assist with the progress of the business continuity plan.

He stressed that the plan was out of date and in need of much work which would depend for its efficacy on the cooperation of the Heads of Division.

Following discussion it was

RECOMMENDED that a copy of the IT business continuity report be provided to Steve Daly and the Assistant Chief Executive so that they can liaise regarding existing plans.

RM50 **HEALTH AND SAFETY UPDATE**

The Group received an update on Health and Safety from the Head of Environmental Health.

He emphasised the need to update the visiting officers register and gave the up to date position regarding portable appliance testing

RESOLVED that the report of the Head of Environmental Health be noted.

RM51 **DATE OF NEXT MEETING**

The date of the next meeting was 19 January 2008 at 6.15 pm.

The meeting ended at 7.15 pm.