

REPORT TO: AUDIT AND RISK MANAGEMENT SUB COMMITTEE - 16 MAY 2005

REPORT ON: CROSS DEPARTMENTAL RISK MANAGEMENT GROUP

REPORT BY: PRINCIPAL INSURANCE AND RISK MANAGEMENT OFFICER

REPORT NO: 331-2005

1 PURPOSE OF REPORT

This report provides information on the establishment of the Council's Cross Departmental Risk Management Group.

2 RECOMMENDATIONS

It is recommended that:

- a the establishment of the Group be acknowledged.
- b the terms of reference of the Group be noted.

3 FINANCIAL IMPLICATIONS

None.

4 LOCAL AGENDA 21 IMPLICATIONS

None

5 EQUAL OPPORTUNITIES IMPLICATIONS

None

6 BACKGROUND

The focus for the establishment of a Cross Departmental Risk Management Group is contained within the 2004-2007 Risk Management Strategic Plan.

The inaugural meeting of the group was held on 9 May 2005 with all departments of the Council represented.

The initial meeting introduced departmental representatives to the terms of reference of the group (enclosed as Appendix 1 to this report) and highlighted the following initial actions:

- a Completion of the Risk register exercise.
- b Preparedness for future Business Continuity Management Planning.
- c Determining in what format departments need their own claims statistics presented to them from the new Risk Management Information System.

7 **CONSULTATION**

The Chief Executive, Depute Chief Executive (Support Services) and Depute Chief Executive (Finance) have been consulted on the content of this report.

8 **BACKGROUND PAPERS**

None

PRINCIPAL INSURANCE AND RISK MANAGEMENT OFFICER

9 MAY 2005

**CORPORATE RISK MANAGEMENT GROUP
TERMS OF REFERENCE**

CHAIR: DEPUTE CHIEF EXECUTIVE (FINANCE), OR HIS NOMINATED SENIOR MANAGER

SECRETARY: THE COUNCIL'S RISK MANAGER

Overall Terms of Reference

To ensure the continuous identification, prioritisation and management of risks which threaten the Council's overall ability to meet its Service Objectives.

Key Tasks

Develop and review the Council's Risk Management strategy and establish a corporate approach to the management of risk.

Drive and manage risk profiling throughout departments.

Act as a conduit for Business Continuity management and planning.

Provide a forum where the content, volume and quality of loss statistics can be agreed upon.

Prepare an annual report of risk management for the Audit and Risk Management Sub-Committee.

Identify new and emerging risks the Council may face and develop controls to them.

To issue guidance on risk management matters to departments and ensure loss control initiatives are being afforded appropriate priority, commensurate with the risk faced.