

Corporate Risk Management Group Terms of Reference

Purpose & Scope: To assist the Council with the management of risks to achieving its strategic priorities and service delivery by reviewing all matters concerning the development, maintenance and implementation of the Council's risk management framework, including monitoring and reporting arrangements.

Responsibilities:

- To develop, adapt and maintain a formal framework for the management of strategic and operational risks, ensuring there is no disconnect with the Council's strategic priorities and objectives.
- Group members to be a catalyst for embedding risk management in corporate business processes through their role as being departmental risk champions.
- To develop the corporate risk register, ensure the completeness and accuracy of risks recorded and undertake ongoing review, monitoring and reporting of these risks.
- To provide a medium for ensuring that significant operational risks that may affect the achievement of the Council's objectives are escalated and reviewed alongside the Corporate Risk Register.
- To monitor the implementation of actions to mitigate the corporate and most significant risks to acceptable levels and ensure the effectiveness of the escalation and cascade processes.
- To ensure that risks are assessed consistently across the Council and to propose levels of risk acceptability for CMT approval.
- To review and monitor significant new and emerging corporate and operational risks and mitigating actions.
- To receive and review significant risks in relation to partnerships, shared services and key projects that may impact on the achievement of one or more of the Council's objectives
- To gain assurance from specialist risk management functions, such as health & safety and insurance, that risks are being effectively managed.
- To receive information from the Compliance Unit on trends, generic and cross-directorate risks to identify where these risks can be addressed corporately.
- To provide an assurance to the Audit & Governance Committee that risks of all types are identified, monitored and controlled to an acceptable level.
- To report on any issues and make recommendations to CMT and Audit & Governance Committee on any action required to enhance the effectiveness of the risk management procedures and outcomes.
- To provide a quarterly report on the management of the corporate and most significant risks to the CMT, Cabinet and Audit & Governance Committee.
- To review and monitor risks in relation to specific area needs as and when required e.g. climate change, health & safety and insurance.
- To monitor the progress and status of business continuity planning and the Council's level of resilience and report quarterly to the Corporate Management Team, Cabinet and Audit and Governance Committee on this.

Membership:

Cllr David Brown, Portfolio Holder for Policy & Performance (in the Chair)
Vivienne Quayle, Head of Policy & Performance
Paul Bradshaw, Head of HR & Organisational Development
Ceri Harrison, Head of Corporate Improvement
Peter Hartwell, Head of Safer & Stronger Communities
Christine Mann, Finance Manager
Jackie Gray, Shared Services Manager
Urvashi Bramwell, Planning & Performance Manager
Pauline Walsh, Manager of Joint Commissioning & Standards (Adult Services)
Catriona Thompson, Head of ICT Security
Sandra Smith, Compliance Unit Manager
Jon Robinson, Audit Manager
Joanne Butler, Risk and Business Continuity Officer

Additional members with specialist expertise may be co-opted as required.

Secretary: Compliance Unit

Frequency and timing of meetings:

6 times a year