

CHESHIRE EAST RISK MANAGEMENT– ROLES AND ESPONSIBILITIES

MEMBERS

- Ensure that an effective strategy is in place to manage risks at all levels within the Council
- Understand and take account of the risks associated with any decisions they are required to make
- Appoint a Member Champion/Lead for Risk

MEMBER LEAD (Portfolio Holder for P & C)

In conjunction with the Head of Policy and Performance, embed risk management throughout the Council.

CABINET

To receive mid-year and annual report on the progress of Corporate Risk Management within the Council

GOVERNANCE AND CONSTITUTION COMMITTEE

To provide independent assurance of the adequacy and effectiveness of the Risk Management framework and the associated control environment within the Council.

DIRECTORS AND CHIEF OFFICERS

- Ensure that an effective framework is in place to manage Directorate risks.
- Ensure production of a Directorate Risk Management Register, and that the Directorate Risk Management Team meet quarterly to review the register and to report progress to the Corporate Risk Management Group
- Receive quarterly reports on the Corporate Risk Register
- Ensure actions and recommendations contained within the Corporate Risk Register are implemented
- Ensure all staff receive relevant training to enable them to manage risk within their own environment.

CORPORATE RISK MANAGEMENT GROUP

- Implement the agreed Risk Management Framework.
- Develop, monitor and review the Corporate Risk Register, including the associated actions.

- Report quarterly on the Corporate Risk Register to the Corporate Management Team, Cabinet and Governance and Constitution Committee
- Receive quarterly reports from the Directorate Risk Management Groups on the Directorate Risk Registers and associated activities.
- Assist in providing guidance on Partnership and Project risk management.

DIRECTORATE RISK MANAGEMENT GROUPS

- Produce, review and monitor Directorate Risk Registers to ensure their responsibilities within the Corporate Risk Register are successfully managed, and that Directorate Risks are identified and managed.
- Produce risk management action plans and introduce risk control measures.
- Review accident/incident/claims statistics and report on any appropriate Risk Management Performance Indicators
- Report quarterly to the Directorate Management Team and the Corporate Risk Management Group.

INTERNAL AUDIT – RISK MANAGEMENT (Compliance Team)

- Spread the ethos and principles of Risk Management throughout the Council
- Support and coordinate the activities of the Corporate Risk Management Group.
- Assist and provide guidance to Directorate Risk Management Groups in the identification and analysis of Directorate Risks.
- Liaise with external consultants and risk management organisations to ensure that the Council is adhering to best practice
- Ensure the provision of training to promote and support effective risk management throughout the organisation.
- Liaise with external audit regarding risk management.

INTERNAL AUDIT

Provide an independent assessment of the effectiveness, or otherwise, of:

- The robustness of the Risk Management Framework and the extent to which it is being adhered to within the Council.
- Risk Management function
- Advice and guidance on risk and controls.

OTHER MEMBERS OF STAFF

Understand and implement their role in the Risk Management framework with regard to risk identification and reporting and risk control.

