Risk Management Board Terms of Reference

Purpose

To ensure that the Council is proactively managing strategic risk
To ensure that there is a clear process in place to allow CMT, Audit & Corporate Governance, and Cabinet to have assurance that Risk is being robustly managed within the authority

Overview the process for Risk and Audit Management

Work-programme

- To ensure that the Strategic Risk Register reflects known service risks and is reviewed and updated on a monthly basis

- Review and comment on a rolling basis one departmental risk register

- Investigate risks and issues associated with Project and Programme management identified by the Programme Management Office through their oversight of Projects on the Portfolio and other programmes.

- Consider relevant recommendations and actions arising from inspections, reviews etc. so that concerns are adequately reflected in risk registers.

- To act as forum to engage with Directorate SMT representatives

- Annually review,:

  ➢ the risk management strategy and policy
  ➢ terms of reference for the Risk Management and Audit Group

Membership

- The meetings will be chaired by Director of Finance & Resources

And will consist of:

- Service Lead Governance
- Service Lead Finance

And

- A Service Lead from each department
- Risk & Insurance Officer
- Strategic Programme Management Office (PMO) Manager

Quorum will be at least 1 of the following members:

- Director of Finance & Resources
- Service Lead Governance
- Service Lead Finance

It is expected for the Service Leads to nominate deputies in their absence

Meetings

Meetings will be held on a monthly basis. Minutes will be taken by the PA to Director of Finance & Resources

Below is a table that details the meetings and their primary focus.

Outputs

CMT will receive:

- Copies of all minutes
- Quarterly Internal Audit Recommendation Tracking Report
- Quarterly summary report of Risk register challenge

Audit and Corporate Governance Committee will receive:

- Quarterly Internal Audit Recommendation Tracking Report
- Quarterly Summary report of Risk register challenge
- Reviewed Risk Management Policy and Strategy
- Internal Audit Plan for the year ahead
- External Audit Reports
- The Corporate Risk Register
- Twice yearly updates from the Information Governance Board, including;
  - Policy Changes
  - Details of any breaches, and "near misses"