

**Report to the Finance and Performance  
Management Cabinet Committee**



**Epping Forest  
District Council**

**Report Reference: FPM-025-2010/11**

**Date of meeting: 17 January 2011**

**Portfolio: Performance Management.**

**Subject: Risk Management – Corporate Risk Register & Risk Management Documents.**

**Responsible Officer: Edward Higgins (01992 564606).**

**Democratic Services Officer: Gary Woodhall (01992 564470).**

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**Recommendations/Decisions Required:**

- (1) To note the updating of the Corporate Risk Register;**
- (2) To consider whether there are any new risks that are not on the current Corporate Risk Register;**
- (3) To consider whether the tolerance line on the risk matrix should be amended;**
- (4) To consider and recommend the updated Risk Management Strategy and Policy Statement to Cabinet for adoption; and**
- (5) To note the updated Terms of Reference of the Risk Management Group.**

**Executive Summary:**

The Corporate Risk Register and risk management documents have been considered by both the Risk Management Group on 29 November and the Corporate Governance Group on 8 December. These reviews identified no amendments to the Corporate Risk Register and minor changes to the corporate risk documents.

**Reasons for Proposed Decisions:**

It is essential that the Corporate Risk Register is regularly reviewed and kept up to date. The annual review of the corporate risk management documents helps ensure that the risk management process remains relevant and up to date.

**Other Options for Action:**

Members may suggest new risks for inclusion or changes to the scoring of existing risks.

**Report:**

1. The Corporate Risk Register underwent a thorough review by both the Risk Management Group on 31 August and the Corporate Governance Group on 8 September. The review identified a number of risk score amendments, deletions and one new risk. All of the proposed amendments were agreed by this Committee on 27 September 2010.

2. The Corporate Risk Register has now been amended to incorporate these changes and is presented for Member review (Appendix 1). A timeline of all current risks is also included as Appendix 2.

3. A review of the register was performed by both the Risk Management Group and the Corporate Governance Group. These reviews identified no new risks and decided that all risk scores should remain unchanged.

4. At the 17 July 2006 meeting of this committee, Members considered and adopted the Risk Management Strategy, the Risk Management Policy Statement and the Terms of Reference of the Risk Management Group. Cabinet then adopted the Risk Management Strategy and the Risk Management Policy Statement on 13 November 2006.

5. This Committee has previously undertaken three annual reviews of these documents. The review last year was on 25 January 2010, with subsequent Cabinet approval on 1 February 2010.

6. These documents should be reviewed and updated on an annual basis and so are presented here for Members consideration. After consideration by the Risk Management Group and the Corporate Governance Group the proposed adjustments are as follows:

Document	Proposed amendment
Risk Management Group – Terms of reference (Appendix 3)	Additional point included to cover business continuity
Risk Management Strategy (Appendix 4)	Additional point to cover business continuity Reference to Brokers deleted Provision of training updated
Risk Management Policy Statement (Appendix 5)	Reference to CEF deleted

7. Members are now asked to consider the attached updated Corporate Risk Register and whether the risks listed are scored appropriately, whether there are any additional risks that should be included and whether the tolerance line needs to be amended.

8. Members are also asked to consider the proposed amendments to the corporate risk management documents.

**Resource Implications:**

No additional resource requirements.

**Legal and Governance Implications:**

The Corporate Risk Register is an important part of the Council's overall governance arrangements and that is why this Committee considers it on a regular basis.

The corporate risk management documents are an important part of the Council's overall governance arrangements and this Committee is required to review the documents on an annual basis.

**Safer, Cleaner, Greener Implications:**

None.

### Consultation Undertaken:

The Risk Management Group and the Corporate Governance Group have been involved in the process.

### Background Papers:

None.

### Impact Assessments:

#### Risk Management

If the Corporate Risk Register was not regularly reviewed and updated a risk that threatened the achievement of corporate objectives might either not be managed or be managed inappropriately.

If the corporate risk management documents were not reviewed and updated they could become inconsistent with other Council policies and objectives and this would undermine the Council's approach to risk management.

#### Equality and Diversity:

*Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties, reveal any potentially adverse equality implications?* No

*Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken?* N/A

*What equality implications were identified through the Equality Impact Assessment process?*  
N/A

*How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?*  
N/A