

Epping Forest District Council

Risk Management Strategy

Definition

For the purpose of this strategy, risk is defined as something that may have an impact on the achievement of the Council's objectives or affect service delivery to the community.

Objective

The aims of risk management for the Council are to:

- Use risk management to promote innovation as well as to help secure existing objectives.
- Achieve a systematic, holistic and consistent approach to identifying and analysing risks which will be an integral part of all key management processes, rather than a separate initiative and will be developed using the simplest possible means.
- Embed risk management as an integral part of service, strategic and project planning and decision making.
- Establish an effective and explicit system of risk identification, analysis and control.
- Embed the process within our established business planning process.

Achieving these aims will:

- Contribute to sustainable improvements in services and the achievement of best value.
- Ensure the delivery and continuity of our services.
- Reduce the number and cost of claims arising and improve our ability to defend them.

Organisation

The Finance and Performance Management Cabinet Committee will approve the Council's risk management strategy and twice a year, monitor and review the effectiveness of risk management measures put in place by staff. The Head of Finance has strategic responsibility for risk management.

To assist in the day to day implementation of the strategy:

- The Risk Management Group will advise and support in the context of risks likely to have a significant impact on the achievement of the Council's objectives. The representatives on the Risk Management Group from each service will champion the risk management process within their service.
- Primary responsibility for identifying and managing significant operational and strategic risks arising from their service activities lies with the Heads of Service,

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who should ensure that their teams carry out and record risk assessments where appropriate as a routine part of service planning and management activities.

- Any significant changes in risks and or assessments are to be notified by the relevant champion of that service to the Risk Management Group.
- Heads of Service should notify the Head of Finance of any significant changes in service provision in order to enable them to ensure that appropriate and adequate insurance is in place.
- The Head of Finance is responsible, in conjunction with the Council's Brokers and Insurers, for:
 - Minimising the overall cost of inevitable claims which do arise;
 - Supporting the risk management programme by supplying any advice and data both statistical and anecdotal, to Heads of Service;
 - Facilitating Risk Management training for the Risk Management Group, the Corporate Governance Group and Members;
 - Circulation and review of the Risk Management Strategy;
- The Chief Internal Auditor is responsible for monitoring compliance with risk management controls introduced by Services, as part of the ongoing audit programme. Internal Audit will communicate the management implications during the course of Audits and report to Heads of Service as necessary.

Arrangements

- The Risk Management Group will report twice a year to the Finance and Performance Management Cabinet Committee summarising the significant risks identified and reviewing the effectiveness of risk management measures.
- Service plans will include operational risks and action plans. The Risk Management Group and the Corporate Governance Group will draw together strategic level risk management actions.
- Risk management training will be provided to Members, Head of Services, Champions and other senior managers, with the aim of ensuring that they have the appropriate skills necessary to identify, evaluate and control risks associated with the services they provide. Training will be provided through Finance Services.
- This strategy will be clearly communicated to Members and staff and will be subject to review on an annual basis by the Risk Management Group.

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Risk Management Group

Chair: Bob Palmer
Joe Akerman
Val Evans
Barry Land
Laura MacNeill
Brian Moldon
Mick Merrick
Jim Nolan
Chris Overend
Paul Pledger
Mike Tipping
Phil Broadbent

Head of Finance
Chief Internal Auditor
Assistant Head of ICT
Assistant Head of Planning
Assistant Head of Leisure
Senior Finance Officer (Insurance & Risk)
Chief Works Officer
Assistant Head of Environmental
Policy and Research Officer
Assistant Head of Housing
Assistant Head of Legal, Admin & Estates
Human Resources Operations Manager