

## **Epping Forest District Council**

### **Risk Management & Assurance Group Terms of Reference**

#### **Who we are, what we do and for whom**

The group will consist of: Senior Managers (Champions) from all Services, Emergency Planning, Health & Safety, Audit and other Council staff as required from time to time.

Bob Palmer, with Brian Moldon as deputy, will chair the meetings.

#### **Aims & Objectives**

1. Draw upon the recognised risk management disciplines from across the Council and from external advisors or consultants to provide a more cohesive service to the corporate body and service departments.
2. Develop a more formal framework for the management of risks in terms of the strategic and operational hazards.
3. Analyse and collate departmental reports on self-assessment of risks and produce summary for the Council Management Board and Members. This analysis will identify hazards and risks that affect a number of departments and the corporate body.
4. To train and support the Group members as “Champions” for risk management within their own departments, and to support any departmental sub groups.
5. Disseminate information and guidance to departments, Council management team and Members on an agreed regular basis, including information on initiatives, developments and action plans.
6. To advise via “Champions” and other means on any changing requirements on the reporting or assessment of risk. Arising from HM Treasury requirements, District Audit, or cases of private or public sector best practice.
7. To regularly review the completeness and accuracy of the corporate risk register, through discussions with individual managers of the risk under their direct control.
8. To regularly report and offer appropriate assurance or warning to the Joint Chief Executives, the Council Management Board and Members on the management of risk throughout the Council.

However, it is acknowledged that it is the responsibility of every manager to implement the Council’s Risk Management Policy and support the group in its activities. Individual managers have responsibility and accountability for identifying, assessing and managing the risks that threaten their area of activity.

Individual responsibilities are detailed in the constitution and the work of this group does not remove or replace the responsibilities listed in the constitution. A summary of the responsibilities from the constitution is attached as Appendix One.

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#### **Appendix One**

##### **Responsibilities of the Head of Paid Service**

- 1.1 To promote the authority's risk management policy statement.

##### **Responsibilities of the Head of Finance**

- 1.2 To develop risk management controls in conjunction with other Chief Officers.
- 1.3 To include all appropriate employees of the authority in a suitable fidelity guarantee insurance.
- 1.4 To effect corporate insurance cover, through external insurance and internal funding, and periodically review the same.
- 1.5 To negotiate all claims in consultation with other officers, where necessary.

##### **Responsibilities of Chief Officers**

- 1.6 To notify the Head of Finance immediately of any loss, liability or damage that may lead to a claim against the authority, together with any information or explanation required by the Head of Finance or the authority's insurers. Only the Head of Finance may negotiate settlement of claims.
- 1.7 To take responsibility for risk management, having regard to advice from the Head of Finance and other specialist officers (eg crime prevention, fire prevention, health and safety).
- 1.8 To ensure that there are regular reviews of risk within their service areas.
- 1.9 To notify the Head of Finance promptly of all new risks, properties or vehicles that require insurance and of any alterations affecting existing insurances. In particular notice shall be given of the following:
  - a) The acquisition of property or other assets whether by ownership, lease agreement, hiring or loan. The Chief Officer concerned is responsible for maintaining current valuations
  - b) Any matters arising from the Council's position as an employer or enabler of voluntary labour
  - c) Any matters arising from the carrying out of the Council's functions and services or those in which the Council has an interest.
- 1.10 To consult the Head of Finance and the Head of Legal, Admin and Estates on the terms of any indemnity that the authority is requested to give.
- 1.11 To ensure that employees, or anyone covered by the authority's insurances, do not admit liability or make any offer to pay compensation that may prejudice the assessment of liability in respect of any insurance claim.

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##### **Responsibilities of Individuals**

- 1.12 All authorised recipients of car user allowances from the Council shall produce current registration documents, MOT certificates and insurance policies and / or renewal receipts, as required by the Head of Finance.
- 1.13 The Council is not liable for personal property and private funds unless written agreement is obtained to the contrary from the Head of Finance.
- 1.14 Unless insurance cover is agreed with the Head of Finance personal mileage must not be undertaken in Council vehicles. No Council vehicle should be taken to an employee's home for standby or similar duties unless specific approval is obtained from the appropriate Chief Officer.

##### **Responsibilities of the Finance & Performance Management Cabinet Committee**

- 1.15 To propose the authority's risk management statement, on the advice of the Head of Paid Service, the Head of Finance and appropriate Chief Officers, for adoption by the Cabinet.
- 1.16 To advise the Cabinet on proper insurance cover on the advice of the Head of Finance.