

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.

The meetings will be chaired by the Director of Finance & ICT, with the Senior Finance Officer (Insurance & Risk) as deputy.

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. To train and support the Group members as “Champions” for risk management within their own services, and to support any service sub groups.
4. Disseminate information and guidance to services, Council management team and members on a regular basis, including information on initiatives, developments and action plans.
5. 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.
6. To regularly review the completeness and accuracy of the corporate risk register, through discussions with individual managers of the risk under their direct control.
7. To regularly report and offer appropriate assurance or warning to the Chief Executive, the officer Corporate Governance Group 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.

Epping Forest District Council

Risk Management & Assurance Group Terms of Reference

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 chair the corporate Risk Management Group.
- 1.4 To arrange appropriate training for staff and Members.

Responsibilities of Chief Officers

- 1.5 To take responsibility for risk management, within their service having regard to advice from the Head of Finance and other specialist officers (eg crime prevention, fire prevention, health and safety).
- 1.6 To ensure that there are regular reviews of risk within their service areas.
- 1.7 To nominate a senior member of staff to represent the service at the corporate Risk management Group.
- 1.8 To provide guidance to staff on the application and principles of risk management in their service.

Responsibilities of Individuals

- 1.9 To conduct their duties having due regard to the principles of risk management, as set out above, and to seek guidance from their Head of Service where necessary.

Responsibilities of the Finance & Performance Management Cabinet Committee

- 1.10 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.
- 1.11 To advise the Cabinet on proper insurance cover on the advice of the Head of Finance.