



Risk Management Group Terms of Reference

Date Produced: May 2020

Date for Review: May 2021



1. Membership

1.1 The Risk Management Group shall comprise of:

Three members of the Audit and Governance Committee, one of whom shall be the Chairman of the Committee. There will also be three named members of the Audit and Governance Committee who will deputise as required. There must be a minimum of two members from the Audit and Governance Committee present for the Group to meet.

The Section 151 Officer and the Monitoring Officer, Head of Business Assurance (and Chief Internal Auditor), or their representatives shall attend the Group meetings.

1.2 Members of the Group and their deputies should have suitable background and knowledge to be able to address satisfactorily the complex issues under consideration and should receive adequate training in the principles of audit, risk and control.

1.3 All members of the Audit and Governance Committee are invited to attend Risk Management Group Meetings as observers.

1.4 Member Services will provide a clerking service for the Group

2. Purpose

The Risk Management Group shall:

2.1 Act as an informal working group of the Audit and Governance Committee to support the Committee in fulfilling its responsibility to “provide independent assurance as to the Council’s governance, risk management framework and associated control environment” (Part D, Item 6 of the Constitution).

2.2 Routinely undertake a programme of work as defined by the Audit and Governance Committee, including:

- Review of the effectiveness and implementation of the Risk Strategy.
- Cyclical review of directorate, service and key contract / project risk registers to consider consistency in application of risk identification / recording, scoring, mitigation and escalation.
- Review of significant new and emerging risks.
- Monitor the effectiveness of the escalation process informing Corporate Management (CMT) and the Strategic Risk Register.

- Monitor the implementation of action plans to mitigate risks to acceptable levels.

3. Reporting

- 3.1 The Head of Business Assurance (and Chief Internal Auditor) will report to the Audit and Governance Committee on matters identified by the Group following consultation with the Chairman and members of the Group.
- 3.2 The Head of Business Assurance (and Chief Internal Auditor) will on behalf of the Group report any significant issues on the Risk Management process to CMT when required.

4. Meeting

- 4.1 The Group shall meet a minimum of four times per annum no more than four weeks in advance of Audit and Governance Committee.
- 4.2 The Group may invite any officer or member of the Council to attend its meetings to discuss a particular issue and may invite any representative of an external body or organisation as appropriate.

5. Confidentiality

- 5.1 The Group will meet in private to allow full consideration of risk and control issues.
- 5.2 All matters discussed and papers submitted for the meetings including minutes of the previous meeting must be treated as confidential. Papers will be circulated in advance to all members of the Audit and Governance Committee for information whether attending the Risk Management Group or not.
- 5.3 Where any other member wishes to inspect any document considered by the Group and believes that s/he has a 'need to know' as a Councillor, the procedure in the Council's Constitution, (Part B – Public Participation, Section 2 Access to Information Procedure Rules) shall apply.