

# **RISK & RESILIENCE FORUM**

## **DRAFT Terms of Reference – November 2013**

### **1. Membership**

The group shall include: -

- a. Director of Finance (Chair) – Liz Hall
- b. Director of Environment, Housing & Neighbourhoods (Vice Chair) – Sayyed Osman
- c. Head of Audit, Assurance & Procurement – Colin Ferguson
- d. Principal Insurance Officer – Linda Haworth
- e. Risk, Governance & VFM Co-ordinator – Jodene Bibby
- f. Civil Contingencies Manager – Rachel Hutchinson
- g. Head of Service, Policy and Performance (Adults) – Mark Holtom
- h. Performance & Development Manager – Steven Oldham
- i. Head of IT Service Delivery & Support – Steve Mullineaux
- j. Head of Service - Policy, Planning and Performance – Robert Arrowsmith
- k. Head of Policy – Jonathan Tew
- l. Consultant (Public Health) – Gifford Kerr
- m. Head of Community, Youth & Governance (CLS &YP) – Imran Akuji
- n. Business & Registration Services Manager (Legal & HR) – Paul Mendeika
- o. Business Improvement Manager (HR) – Darren Aggett
- p. Health, Safety & Wellbeing Manager – David Almond

Ad hoc partners to be invited as and when required.

### **2. Frequency of Meetings**

The Risk & Resilience Forum will meet on a quarterly basis. If additional or exceptional meetings are required these will be arranged as appropriate.

### **3. Reporting Mechanisms & Sub-Groups**

- The Risk & Resilience Forum will report to the Executive Board.
- The following sub-groups will report to the Risk & Resilience Forum:-
  - Community Risk Assessment Group
  - Emergency Planning Group
  - Events Safety Advisory Group
  - Health & Wellbeing Adverse Weather Group

(A structure chart is included at Appendix A)

#### **4. Overall Aim of the Group**

To ensure there are adequate and effective risk and resilience management arrangements in place and that these are properly embedded and understood in within the everyday process of the activities of the Council to ensure key business objectives and Council services are delivered. The key elements of risk & resilience include;

- Insurance
- Business Continuity
- Emergency Planning
- Health & Safety
- Information Governance
- Health

A brief update on each of the above areas will be circulated prior to each meeting and any specific issues to be reported on an exception basis at the meeting (or if of sufficient importance to be listed as an ad hoc agenda item).

#### **5. Objectives**

In achieving the overall aim the Risk & Resilience Forum will:-

- a. To review and challenge the departmental risks ensuring that they are appropriate and aligned to the relevant business objectives.
- b. To ensure information governance, business continuity and health & safety risks are integrated into the departmental and corporate risk management strategies, challenges and reporting.
- c. On a quarterly basis review and challenge the actions being put in place to manage departmental risks and the implementation of such action plans.
- d. Co-ordinate joint approaches to managing common risks across departments and identify and assess corporate risks.
- e. Identify areas for risk management support/development using internal or external resources available and monitor implementation of action plans.
- f. Review and challenge departmental insurance claims management information.
- g. To co-ordinate the development of business continuity plans between departments and on issues which have a corporate element (such as premises used for relocation).
- h. To challenge and promote the review of departmental business impact analysis.
- i. To ensure departments provide regular training to staff and undertake exercises on the contents of business continuity plans.
- j. Identify training needs and agree a programme of training/updates for risk, business continuity, emergency planning and governance;
- k. To ensure departments carry out debriefs of all business continuity incidents to ensure lessons are identified and fed into a full annual review of business continuity plans.
- l. Actively support and promote good governance of areas within the overall aim with a view to embed these within the day-to-day activities of Council's services/functions.

- m. Report on the progress of all work relevant to the overall aim to the Executive Board and the Audit Committee.
- n. The group Chair will report or escalate to the Executive Board Forum on:-
  - 1. Significant risks to be considered for inclusion on the corporate risk register;
  - 2. All key issues concerning risk & resilience.

**Appendix A – Risk & Resilience Forum**



