

## **RISK MANAGEMENT STEERING GROUP**

### **TERMS OF REFERENCE**

#### Purpose

To report and provide assurances relating to risk to Governance & Audit Committee, Cabinet and Corporate Management Team (CMT)

To identify and focus on Carmarthenshire County Council's (the Authority) risks at a strategic level and to promote initiatives to reduce the Authority's exposure to these risks

To monitor the Corporate Risk Register and report this to CMT and Governance & Audit Committee

To oversee the three working groups listed below, established to support the Steering Group at an operational level. These groups identify risks and establish and promote initiatives to reduce the Authority's exposure to these risks

Transport Risks Working Group

Property & Liability Risks Working Group

Contingency Planning Working Group

To demonstrate commitment to risk management to external parties

To update and present the Authority's Risk Management and Contingency Planning Strategy to CMT and Governance & Audit Committee

To promote a risk aware culture within the Authority

To manage the Risk Management Budget (used to reduce future exposure to Strategic or Operational Risks). The £250,000 budget is managed in line with the Risk Management and Contingency Planning Strategy and used to invest in areas to reduce the risk of claims or expensive litigation.

#### **Frequency of meetings**

Meetings for the Steering Group and Working Groups are scheduled every 3 months

#### **Accountability**

Minutes of the Working Groups are reported to the Steering Group

Minutes of the Steering Group are reported to Governance & Audit Committee

#### **Membership**

Head of Housing Property and Strategic Projects - Chair

Cabinet Risk Champion

Chair of Transport Risks Working Group

Chair of Property and Liability Risks Working Group

Chair of Contingency Planning Working Group

Departmental Risk Champions (C. Execs / Communities / E&CS / Environment)

Senior Risk Officer

Health and Safety representative

Property representative

External Risk Partner (Advisory role)

### **Review**

A review of the Terms of Reference will be completed by the Group on an annual basis.