

<p style="text-align: center;"><b>CORPORATE RISK MANAGEMENT GROUP – TERMS OF REFERENCE</b> November 2014</p>
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## 1. Purpose

The Corporate Risk Management Group will:

- Integrate strategic oversight of the Council's risk management, health and safety, business continuity and emergency planning activity to improve efficiency and develop synergies in line with Council priorities
- Proactively develop and implement a framework to identify and manage significant risks which could impact the Council's ability to deliver its objectives
- Help to ensure that the Council is compliant with its statutory duties under:
  - *Accounts and Audit (England) Regulations 2011*
  - *Civil Contingencies Act 2004*
  - *Health and Safety at Work Act 1974*
- Promote risk awareness across the Council

## 2. Objectives

- a) Support the development of a Council Risk Management policy and strategy
- b) Develop and review the Corporate Risk Register
- c) Provide a report on risk to Audit Sub-Committee twice a year
- d) Co-ordinate the production of the Annual Governance Statement for approval by Audit Sub-Committee (*Accounts and Audit (England) Regulations 2011*)
- e) Maintain strategic oversight of the organisation's corporate resilience activities (*Civil Contingencies Act 2004*)
- f) Support Corporate Health and Safety in reducing risk in our working environment (*Health and Safety at Work Act 1974*)
- g) Receive and challenge strategic reports on risk, business continuity, emergency planning, and health and safety
- h) Highlight any governance issues that are not being addressed across the Council
- i) Liaise with the Directorates, which are responsible for day-to-day compliance
- j) Provide access to training and guidance to Members and officers

### **3. Membership**

- a) Chief Executive (Chair)
- b) Head of Audit
- c) Risk Management Officer
- d) Head of Corporate Safety
- e) Corporate Safety Adviser
- f) Emergency Planning and Corporate Resilience Manager
- g) Education, Care & Health Services representative
- h) Environment & Community Services representative
- i) Chief Executive's representatives

### **4. Meetings**

The Group shall meet three times a year in advance of the Audit Sub-Committee meetings in March, June and November

Members should ensure that if they are unable to attend any meetings, an officer with the appropriate knowledge and authority deputises for them

### **5: Accountability**

The Group shall report to:

- a) Audit Sub-Committee (risk report including risk register - March and November, Annual Governance Statement - June), via the Head of Audit
- b) Council Directors, via the Chief Executive
- c) Departmental Management Teams via nominated members, who will provide feedback to the Corporate Risk Management Group as necessary
- d) Other reporting and outputs in respect of specific functions shall be reported back to the Group (see Appendix)

**LB BROMLEY: CORPORATE RISK MANAGEMENT GROUP  
APPENDIX TO TERMS OF REFERENCE - NOVEMBER 2014**

	<b>FUNCTION</b>	<b>DRIVERS</b>	<b>OUTPUTS</b>	<b>REPORTING</b>
<b>PROACTION</b>	<b>Risk Management</b>	<ul style="list-style-type: none"> <li>Accounts and Audit (England) Regulations 2011</li> <li>LBB Code of Corporate Governance</li> </ul>	<ul style="list-style-type: none"> <li>LBB Risk Register</li> <li>Departmental Risk Registers</li> <li>Corporate (cross-cutting) Risks</li> <li>Annual Governance Statement               <ul style="list-style-type: none"> <li>Checklists of Key Controls</li> <li>AGS Assurance Statements</li> </ul> </li> <li>Input to Audit Plan</li> <li>Liaison with Departmental RM function</li> </ul>	<ul style="list-style-type: none"> <li>Directors' Meeting (<i>via Chief Exec.</i>)</li> <li>Audit Sub-Committee</li> <li>Cabinet (<i>via Chief Exec.</i>)</li> <li>Departmental Management Teams</li> <li>Departmental risk management arrangements</li> </ul>
	<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Health and Safety at Work Act 1974 (and associated regulations)</li> <li>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013</li> <li>Regulatory Reform (Fire Safety) Order 2005</li> </ul>	<ul style="list-style-type: none"> <li>Accident / Incident reporting</li> <li>Liaison with Departmental H&amp;S committees</li> <li>Risk Assessments leading to safe working practices</li> <li>Developing policy to implement new health &amp; safety legislation</li> </ul>	<ul style="list-style-type: none"> <li>Directors' Meeting (<i>via Chief Exec.</i>)</li> <li>Departmental H&amp;S Committees</li> <li>Education Visits Forum</li> </ul>
<b>RESILIENCE</b>	<b>Business Continuity</b>	<ul style="list-style-type: none"> <li>Civil Contingencies Act 2004 (and associated guidance)</li> <li>Minimum Standards for London (via Local Authority Panel)</li> </ul>	<ul style="list-style-type: none"> <li>Corporate BCM Policy, Programme and Plan</li> <li>BCPs for services, and BCPs for key risks / sites</li> <li>Assurance of Contractors' BCPs</li> <li>Appropriate training, testing, exercising, maintenance and review</li> </ul>	<ul style="list-style-type: none"> <li>Directors' Meeting (<i>via Chief Exec.</i>)</li> <li>Public Protection &amp; Safety PDS</li> </ul>
	<b>Emergency Planning</b>	<ul style="list-style-type: none"> <li>Civil Contingencies Act 2004 (and associated guidance)</li> <li>Minimum Standards for London (via Local Authority Panel)</li> </ul>	<ul style="list-style-type: none"> <li>Assessment of civil emergency risks (Borough Risk Register)</li> <li>Emergency Response Plans (~30)</li> <li>Departmental Incident Plans</li> <li>Appropriate training, testing, exercising, maintenance and review</li> <li>Coordination of multi-agency emergency planning via the Bromley Borough Resilience Forum</li> <li>Public information on Civil Protection</li> </ul>	<ul style="list-style-type: none"> <li>Directors' Meeting (<i>via Chief Exec.</i>)</li> <li>Public Protection &amp; Safety PDS</li> <li>Chief Executive (<i>London Local Authority Gold arrangements</i>)</li> <li>Safer Bromley Partnership (<i>via Borough Resilience Forum</i>)</li> <li>Health &amp; Wellbeing Board (<i>via Health Protection Committee</i>)</li> </ul>