

EXECUTIVE

THURSDAY, 28TH APRIL, 2022

SUPPLEMENTARY INFORMATION SHEET

Agenda No Item

8. **Supplementary Information Sheet (Pages 1 - 4)**

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EXECUTIVE

28 APRIL 2022

SUPPLEMENTARY INFORMATION

Procedure for the discharge of business at this meeting

The Deputy Leader of the Council welcomes the attendance of members of the public and non-Executive councillors at this meeting.

The procedure for dealing with each item of business shall be as follows:

1. Lead Councillor to introduce report on the matter
2. Non-Executive councillors invited to ask a question or comment, for which they will have a maximum of **five** minutes each
3. Lead councillor to respond to comments and questions
4. Executive debates the matter
5. Executive to make decision on the matter

AGENDA ITEM 5: TO CONSIDER ANY RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY COMMITTEE (Pages 11 - 18)

Lead Councillor: Councillor Julia McShane, Deputy Leader of the Council (in the absence of the Leader of the Council, Councillor Joss Bigmore)

Lead Officer: Tom Horwood, Joint Chief Executive

AGENDA ITEM 6: RISK MANAGEMENT STRATEGY AND POLICY (Pages 19 - 44)

Lead Councillor: Councillor Tim Anderson, Lead Councillor for Resources (in the absence of the Leader of the Council, Councillor Joss Bigmore)

Lead Officer: Yasmine Makin, Policy Officer

At the meeting of the Corporate Governance and Standards Meeting held on 21 April 2022 the following comments were recorded.

With regard to the Risk Management Strategy Policy, Appendix 1, page 11, table 'Roles and Responsibilities':

There should be a **quarterly** review of the Corporate Risk Register by the Corporate Management Team/Directors.

The Risk Management Group should meet **quarterly**.

The Risk Management Group membership should comprise the **Strategic Services Director, Resources Director, Service Delivery Director/Health and Safety Representative, Lead Specialist Finance, Lead Specialist HR, Strategy and Communications Manager, Policy Officer(s)** with ad hoc membership from **Lead Specialist ICT, Lead Specialist Health and Safety, Head of Regeneration and Corporate Programmes, Specialist in Payroll and Insurance and relevant Service Leads.**

To be added: **The ownership of programme and project risks depends on their nature and the stage of the project.** As follows:

Appendix 1 – Roles and Responsibilities

Roles and Responsibilities

	Corporate Risk Register	Service Risk Register	Programme/project Risk Register
Strategy & Comms Manager	Populate and update		
Strategy team	Maintain Risk Management Framework including guidance and support, monitor service risk registers, identify trends across the Council, support S&C Manager to maintain corporate risk register and support Risk Management Group in conjunction with the Risk Management Group.		
	Support maintenance	Support maintenance	Support maintenance
CMT/Directors	Own – quarterly review	Oversight through Risk Management Group reports	
Service Leads	Contribute	Own and update	attend project board meetings
Risk Management Group* (meeting quarterly)	To oversee risk across the Council, monitor service risk registers, identify trends across the Council, report areas of concern to CMT, agree, recommend and implement mitigation for corporate risks, undertake deep-drive reviews as recommended by CGS Committee in conjunction with the Strategy team.		
	Report the Corporate Risk Register to CMT and CGS Committee	Support Service Leads with escalated service risks	Support Service Leads with escalated programme/ project risks
CGS Committee	Monitor 6 monthly		
Prog/Project sponsors			Attend project board meetings, contribute to project risk management
Prog/Project Leads			Own**, update, maintain, and present risk registers at project board meetings
Prog/Project management boards			Receive, monitor and comment

*Membership: Strategic Services Director, Resources Director, Service Delivery Director/Health and Safety Representative, Lead Specialist Finance, Lead Specialist HR, Strategy and Communications Manager, Policy Officer(s) with ad hoc membership from Lead Specialist ICT, Lead Specialist Health and Safety, Head of Regeneration and Corporate Programmes, Specialist in Payroll and Insurance and relevant Service Leads.

**ownership of programme and project risks depends on their nature and the stage of the project.

With regard to the Corporate Risk Register at Appendix 2:

Risk CR6 residual scoring has been corrected from likelihood 6, impact 3 and score 18 to likelihood 6, impact 2 and score 12 and remains red.

**AGENDA ITEM 7: INFRASTRUCTURE FUNDING STATEMENT 2020-2021
(Pages 45 - 62)**

Lead Councillor: Councillor Tom Hunt, Lead Councillor for Development Control

Lead Officer: Rosie Trussler, Specialist – Development Management (s106)

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