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27 October 2010

## **S U M M O N S**

**MEETING:** Standards and Governance Committee  
**DATE:** 4 November 2010  
**TIME:** 6.00 p.m.  
**PLACE:** Committee Room 2, Town Hall, Gosport  
**Democratic Services contact:** Chris Wrein

LINDA EDWARDS  
BOROUGH SOLICITOR

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### **MEMBERS OF THE COMMITTEE**

Mr R V Perry  
(Independent Member)  
(Chairman)

Mr G A Lidgley  
(Independent Member)  
(Vice-Chairman)

Councillor Burgess  
Councillor Chegwyn  
Councillor Forder

Councillor Kimber  
Councillor Scard  
Councillor Wright

### **FIRE PRECAUTIONS**

(To be read from the Chair if members of the public are present)

**In the event of the fire alarm (single continuous sound) being activated, please leave the room immediately.**

**Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.**

**IMPORTANT NOTICE:**

- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

**NOTE:**

- i. Councillors are requested to note that, if any Councillor who is not a Member of the Committee wishes to speak at the meeting, then the Borough Solicitor is required to receive not less than 24 hours prior notice in writing or electronically and such notice shall indicate the agenda item or items on which the member wishes to speak.
- ii. Please note that mobile phones should be switched off for the duration of the meeting.

## **AGENDA**

RECOMMENDED  
MINUTE  
FORMAT

### **PART A ITEMS**

1. APOLOGIES FOR NON-ATTENDANCE

2. DECLARATIONS OF INTEREST

*All Members present are required to declare, at this point in the meeting or as soon as possible thereafter, any personal or personal and prejudicial interest in any item(s) being considered at this meeting.*

3. MINUTES

*To approve as a correct record the Minutes of the Committee meeting held on 16 September 2010 (copy attached)*

4. DEPUTATIONS – STANDING ORDER 3.5

*(NOTE: The Committee is required to receive a deputation(s) on a matter which is before the meeting of the Committee provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Tuesday, 2 November 2010. The total time for deputations in favour and against a proposal shall not exceed 10 minutes).*

5. PUBLIC QUESTIONS – STANDING ORDER 3.6

*(NOTE: The Committee is required to allow a total of 15 minutes for questions from Members of the public on matters within the terms of reference of the Committee provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on Tuesday, 2 November 2010).*

6. RISK MANAGEMENT UPDATE

Part II

*This report provides a six month update on risk management to Members of the Standards and Governance Committee.*

Contact  
Officers:  
Julian Bowcher/  
Chris Davis  
Ext 5551 and  
5306

7. MEMBER DEVELOPMENT

Part II

*To consider the recommendation from Overview and Scrutiny Committee.*

Contact Officer:  
Linda Edwards  
Ext 5400

Standards and Governance Committee  
4 November 2010

8. STANDARDS AND GOVERNANCE COMMITTEE WORKPLAN

Part II

*Workplan attached.*

Contact Officer:  
Linda Edwards  
Ext 5400

9. ANY OTHER ITEMS

*-which by reason of special circumstances the Chairman considers should be considered as a matter of urgency*

10. EXCLUSION OF PUBLIC

To consider the following motion:

That in relation to the following item the public be excluded from the meeting, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during this item there would be disclosure to them of exempt information within Paragraphs 1 and 7C of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out in the report.

PART B ITEM  
FOLLOWING THE EXCLUSION OF THE PRESS AND PUBLIC

Item No.	Item	Paragraph no. of Part I of Schedule 12A of the Act	
11.	CONSIDERATION OF INVESTIGATING OFFICER'S REPORT INTO ALLEGED BREACHES OF THE CODE OF CONDUCT FOR MEMBERS	Paragraphs 1 and 7C <b>Reason:</b> The public interest in maintaining the exception outweighs the public interest in disclosing it.	PART II Contact Officer: Mark Simmonds Ext 5653

## AGENDA ITEM NO. 6

<b>Committee:</b>	<b>Standards &amp; Governance Committee</b>
<b>Date of Meeting:</b>	<b>4 November 2010</b>
<b>Title:</b>	<b>Risk Management Update</b>
<b>Author:</b>	<b>Head of Internal Audit &amp; Risk Assurance &amp; Financial Services Manager</b>
<b>Status:</b>	<b>For Decision</b>

### **Purpose**

This report provides a six month update on risk management to Members of the Standards and Governance Committee.

### **Recommendation**

That the Standards and Governance Committee note and approve the attached risk management action plan, strategic risk register and risk management policy.

### **1      Background**

- 1.1      The Committee received a report in March 2010 outlining the Council's approach to risk management. This is a six month update to highlight to those Members "charged with governance" the progress the Corporate Risk Management Group have achieved in that period.
- 1.2      In addition, external factors in this period such as the abolition of Comprehensive Area Assessments (CAA), the Use of Resources test (which included a section for risk), the Audit Commission itself and the recent announcement by the Coalition Government in reducing Central Government financial support to local authorities over the next four years poses many questions regarding risk and how this should be managed.

### **2      Report**

- 2.1      The report provides an update to Members on three key areas of risk management.

### **3.0      Strategic Risk Register**

- 3.1      This register (attached as Appendix 1) has been reviewed with senior management and discussed in detail in the Corporate Risk Management Group during the last 6 months.

3.2 The register is also being prepared for transfer to an existing software application to enable more effective and efficient management and improved monitoring.

3.3 A number of new risks have been included on the register since March 2010:-

- loss of operational buildings;
- extreme weather events;
- major incidents;
- central government grant funding;
- contract procurement.

3.4 In addition, the register has been adapted to include a further column which will show future review dates. Finally, all responsible owners have been reviewed and updated (with the previous owners in brackets) following recent organisational changes.

#### 4.0 **Risk Management Policy**

4.1 The policy is attached as Appendix two and is for decision.

#### 5.0 **Risk Management Action Plan**

The action plan is attached as Appendix three. It reflects the current status and achieved/future actions of the Corporate Risk Management Group. Much work has been performed around operational risks and Line Managers have forwarded their five key risks to the SRMG to begin developing a wider spectrum of operational risks facing the Council.

#### 6.0 **Risk Assessment**

6.1 The work performed by the Corporate Risk Management Group includes providing guidance and advice on all levels of risk associated with Council business including its partners. Its outcomes are also a key element within the overall governance framework.

6.2 Failure to embed an effective risk management culture and procedures will leave the Council more vulnerable to the adverse effects of the risks currently being borne. It will be less likely to have identified the risks and undertaken appropriate control measures which when in place can reduce both the likelihood and impact of such negative events.

#### 7 **Conclusion**

- 7.1 This report and appendices outline the current position of risk management within the Council.

<b>Financial Services comments:</b>	Nil
<b>Legal Services comments:</b>	None for this report.
<b>Service Improvement Plan implications:</b>	Council wide.
<b>Corporate Plan:</b>	The Corporate Risk Management Group and its principles support all Council Services in pursuit of their overall corporate objectives.
<b>Risk Assessment:</b>	See Section 6
<b>Background papers:</b>	Nil
<b>Appendices/Enclosures:</b>	1. Strategic Risk Register 2. Risk Management Policy 3. Risk Management Action Plan
<b>Report author/ Lead Officer:</b>	Chris Davis 023 9254 5306

**Council wide risks at 30.09.10**

Places  
People  
Prosperity  
Pursuit of Excellence

**Negative Impact ratings:**

Very low  
Low  
Medium  
High  
Very high

1  
2  
3  
4  
5

**Negative Likelihood ratings:**

Very unlikely  
Unlikely  
May happen  
Likely  
Almost certain

1  
2  
3  
4  
5

**Negative risks**

Ref	New item added since last register?	Title	Related links categories	(Profile tab - risk factor)	(profile tab - internal controls)	Risk Score (Existing Controls)			(Related actions)	(Target date in related actions)	Resources required for effective mitigation	Risk Score (Expected Controls)			Ownership	Mitigation score	Review Date (dd-mm-yy)
						I	L	Total				I	L	Total			
1		Internal health and safety issues	People	Compliance issues	H&S policies, procedures, training, risk assessment and audits	4	3	12	H&S plans being deployed across GBC in addition to improved reporting processes - see intranet	Ongoing	Contained within existing budgets	4	3	12	DJ	0	
2		Council's carbon reduction by 30%	Places	Potential timetable risk	Zero carbon initiatives across all services	4	3	12	Development of Carbon-Free and deployment of local authority carbon management plan	2012	Under review	4	2	8	DJ	(4)	
3		Adaptation to Climate Change (NI 188)	Places	Global warming	Service wide risk assessments	5	3	15	Continued awareness and preparation	Ongoing	Contained within existing budgets	5	3	15	DJ	0	
4		Pandemic flu	People	Significant staff absence arising from flu	Emergency planning advice	4	3	12	Continued awareness and preparation	Ongoing	Contained within existing budgets	4	2	8	DJ (CMT)	(4)	
5		Partnership working	People	Potential partnership effectiveness concerns	Performance monitoring, partnership management inc review and planning	4	3	12	Performance monitoring, partnership management inc review and planning	Ongoing	Contained within existing budgets	4	2	8	IL	(4)	
6		Corporate governance	Pursuit of Excellence	Compliance and good practice requirements	Constitution, external inspection, professional guidance / good practice, legislation.	4	3	12	External assessments and advice plus internal process review to ensure good governance practice	Ongoing	Not applicable	4	2	8	IL	(4)	
7		Turnover of key staff	People	Departure of management team member	Team members still in post and preparing to handover	4	4	16	Handover plans to be drawn up	Jun-10	None	3	3	9	IL	(7)	
8	New	Loss of operational buildings	Places	Power failure, flooding	Emergency planning advice	5	3	15	Continued awareness and preparation, test and exercise	Ongoing	Contained within existing budgets	5	2	10	IL	(5)	
9		Inadequate Business Continuity Plans	Pursuit of Excellence	Possible risk of plans not being updated, relevant, robust	Ongoing plan reviews	4	3	12	Ongoing plan reviews, exercise and test	Ongoing	Contained within existing budgets	4	3	12	IL (KL)	0	
10	New	Extreme weather events	People	Climate change, storms	Emergency planning advice	5	4	20	Continued awareness and preparation, test and exercise	Ongoing	Contained within existing budgets	5	4	20	IL (KL)	0	
11	New	Major incidents	People	Terrorism, nuclear incident etc.	Emergency planning advice	5	3	15	Continued awareness and preparation, test and exercise	Ongoing	Contained within existing budgets	5	2	10	IL (KL)	(5)	
12		Data quality	Pursuit of Excellence	Use of Resources Assessment requirements	Collation of supporting papers	4	3	12	Development of data checking and scrutiny	Ongoing	Contained within existing budgets	4	3	12	IL(CMT)	0	
13		Adverse budgetary implication resulting from transfer of responsibility for concessionary travel	People	Introduction of national free bus pass by central government without adequate funding	Budget controls and medium term budget strategy. Continue to keep FSM updated with details of costs as estimates are known.	5	5	25	Further appeals pending. Budget provision to be made for likely settlement.	31/12/2010	None	5	4	20	JB	(5)	
14		External health & safety issues	People	Accountability requirements	Corporate manslaughter advice from officers and external sources	5	1	5	Regular quarterly reporting to Management Team	Ongoing	Contained within existing budgets	5	1	5	LE	0	
15		Adverse interest rate movements	Pursuit of Excellence	Global economic downturn	Annually approved Medium Term Budget Strategy	4	5	20	The 2010-11 budget has been prepared based on external treasury management advice on preserving the principal capital sum and to allow for continued low interest yields	Ongoing	N/A	4	2	8	PW	(12)	
16		Investment found to be unsound	Pursuit of Excellence	Recent press coverage regarding potential losses that could occur for Councils that have made investments in Icelandic (and other) banks means that GBC needs to remain vigilant	Continual review of investments creditworthiness already undertaken - problem arises when institution creditworthiness falls after taking investment monies. Internal Audit review undertaken in 2008/09.	4	2	8	Main mitigation is to reduce (even further) the duration of investments into credit approved institutions - means that overall yield may reduce slightly (compared to longer-term possibilities)	Immediate	Contained within existing budgets	3	1	3	PW	(5)	
17	New	Central Government Grant Funding	Pursuit of Excellence	Reduced Central Grant	Prudent level of reserves maintained	5	4	20	Early consideration of fees and charges, current review of establishment & review of service delivery vehicles	Ongoing	None	5	4	20	PW	0	
18	New	Contract Procurement	Pursuit of Excellence	Compliance to legislation	Training and awareness	4	4	16	Continued awareness and preparation	Ongoing	Major Contracts Group established	4	2	8	PW	(8)	
19		Integrity of data security	Pursuit of Excellence	Potential data security threats	Firewalls, AV software, IT procedures, user guides and responsibilities	5	3	15	Ongoing control improvements	Ongoing as circumstances and technology evolve	Not yet possible to determine	5	2	10	PW (KL)	(5)	
20		Loss of IT facilities	Pursuit of Excellence	Failure of IT, telephony and network upgrades	Clear and tested DR	5	3	15	Development of project to upgrade systems	Jun-10	Contained within existing budgets	5	2	10	PW (KL)	(5)	



**GOSPORT BOROUGH COUNCIL**

**RISK MANAGEMENT POLICY**

**Date of publication: October 2010**

**Date of next review: October 2011**

**Contact Point: [audit@gosport.gov.uk](mailto:audit@gosport.gov.uk)**

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## **RISK MANAGEMENT POLICY**

### **Policy statement**

Gosport Borough Council recognises that all aspects of business risk must be managed. The Council recognises that a robust risk management framework can help it deliver its corporate aims and objectives by effectively managing the main risks inherent in achieving the Council's corporate plan.

### **Introduction**

The Chartered Institute of Public Finance and Accountancy define risk management as "the identification, analysis and economic control of those risks that can threaten the operations, assets, objectives and other responsibilities of an organisation".

Risk management has been a key feature in the public sector inspection regime and an area for inclusion in the annual governance statement. Whilst the inspection regime has been abolished, the focus on risk management needs to be maintained as an important element of good management and best practice. As part of the Council's Corporate Governance arrangements, risk management should become permanently established as a management tool throughout the organisation.

### **Purpose, aims and objectives**

#### **Purpose**

The purpose of this policy is to detail Gosport Borough Council's systematic approach to embed risk management across the Council.

#### **Aims**

A systematic approach to risk management will result in overall benefits and should help the Council to:-

- Focus on what needs to be done to achieve the Council's aims and objectives;
- Encourage and support innovation;
- Protect the Council's reputation;
- Achieve increased certainty and fewer surprises;
- Improve service delivery;
- Achieve more effective management of change;
- Use resources more efficiently;
- Improve management at all levels through better decision making;
- Minimise waste and fraud, and achieve Best Value; and,
- Improve corporate governance.

**Objectives**

The objectives of Gosport Borough Council's Risk Management policy are to:-

- Embed risk management into the culture of Gosport Borough Council;
- Manage both strategic and operational risk effectively in accordance with best practice;
- Anticipate and respond to changing social, environmental, political and legislative requirements;
- Prevent injury, damage, and losses and reduce cost of risk;

These objectives will be achieved by:-

- Establishing clear roles, responsibilities and reporting lines within Gosport Borough Council for risk management;
- Providing opportunities for shared learning on risk management across Gosport Borough Council;
- Offering a framework which will assist management in the identification of risk and prioritisation of resource;
- Embedding Risk Management into working practices through on-going training;
- Monitoring risk management arrangements on an on-going basis through both strategic and operational risk registers.

**Scope and definition**

This policy applies to all Gosport Borough Council employees and elected members and specific roles are defined below.

**Elected Members**

Elected Members are responsible for ensuring risk management is being implemented and progressed throughout the Council.

**The Chief Executive and Council Management Team**

The Chief Executive and the Council Management Team (CMT) have overall responsibility for risk management. With other senior officers, they will also be involved in the risk assessment process itself and the identification and management of strategic risk.

**The Corporate Risk Management Group**

The role of the Corporate Risk Management Group (CRMG) is as a facilitating group which will be the focal point for co-ordinating all aspects of risk

management. It will initially concentrate on both strategic and operational issues with a longer term focus on strategic issues.

The membership of the Group will include representatives from each Unit as well as those in specialist roles with specific responsibilities for aspects of risk management (i.e. health & safety, insurance).

The CRMG will make arrangements for the promotion and facilitation of Risk Management throughout the authority

The Group will review Service Unit risk registers and identify any cross cutting risks to ensure these are scored and managed appropriately.

It will monitor the success and implementation of risk management measures and report as necessary to Elected Members and CMT.

CRMG will arrange for the dissemination of information and advice to achieve better risk management throughout the organisation.

**Service Unit Managers and their Staff**

Service Unit Managers will ensure that risk management is discussed and understood within their units and that operational risks are being identified and managed effectively in line with the risk management strategy.

The units will:-

- Work to ensure risk management becomes embedded in the culture of the authority;
- Ensure that risk management is considered in the development of new policies and service delivery methods;
- Take responsibility for risk management in their units, having regard to advice from the Risk Management Group and other specialist officers;
- Develop an analysis of risks faced by the their units and record incidents that occur;
- Allocate responsibility for the risk to a named individual to ensure that control measures are identified and evaluated on an ongoing basis;
- Update operational risk registers with all new risks identified;
- To consider and act promptly in relation to risk management issues raised;
- Review processes and controls continuously and ensure staff have a clear understanding of the consequences and risks arising from lack of control;
- Ensure Business Plans/Service Reviews/ Performance Plans; Service Improvement Plans and Department Improvement Plans include consideration of the risk management issues.

**Links to Council plans and strategies**

Gosport Borough Council's strategic priority themes are;

- Places
- People
- Prosperity
- Pursuit of Excellence

Risk registers will link identified risks to strategic priority themes and thus support achievement of these strategic themes. Risk management is also an integral part of the Council's core value of "performance".

**Implementation of the policy**

Strategic risks are managed through the Council's strategic register which has been developed and approved by CMT.

Operational risk registers are maintained by each service unit to record the key risks facing the unit and the service it provides together with mitigating controls to reduce the risks.

Some risks namely those associated with projects and partnership working may be cross departmental and will need to be identified, assessed and included at either operational or strategic register level.

Training programmes for those involved in the risk assessment process will ensure consistency, sharing of good internal practice and latest guidance / best practice.

Specific training for elected members will be organised with support from the Council's Insurers.

The induction process for new staff will be extended to ensure a consistent approach is taken across the whole authority.

Risk management is a dynamic process and the risk registers are living documents which are reviewed to add/delete risks and amend impact and likelihood scorings. Horizon scanning is included in the process, to identify any potential new risks or issues that may impact upon existing risks.

**Monitoring arrangements**

There will be regular reporting to CMT and elected Members. In addition, other service unit meetings will be used to explain and take forward the risk management process.

- The Chief Executive and the CMT will receive reports from the CRMG twice each year on how the implementation of the strategy and action plan is progressing.

- Standards & Governance Committee will receive an annual report reviewing progress against the Risk Management Strategy and Action Plan and updating the Strategy and Action Plan for the following year;
- The Policy & Organisation Board will receive the Annual Governance Statement outlining the adequacy of risk management and internal control throughout Gosport Borough Council as part of the overall governance process.

**Review**

This policy will be subject to annual review. The Standards & Governance Committee will formally approve this Risk Management Policy each year.

## APPENDIX 3

### Risk Management Action Plan as at October 2010

Action	Lead Officer	Responsibility	Timetable	Budgetary Implications	Action Taken	Date Achieved
<b>To complete dissemination of strategy across GBC</b>						
CRMG to approve terms of reference and a work programme for future meetings.		Corporate Risk Management Group (CRMG)	May 2010	Nil	Approved by CRMG in July – then by CMT.	27/7/10
CRMG to review updated risk management policy.	Julian Bowcher (JB)	CRMG	October 2010	Nil	Policy circulated to CRMG attendees 13/9/10 for any comment.	Sept 10
Updated RM Policy to be presented to members for approval.	Chris Davis (CD)/JB	Financial Services Manager (FSM)	July 2010 revised to Oct 2010	Nil	Has been redrafted as policy – reviewed by JB/CD and Julie Petty (JP)	
Organise risk management awareness training sessions for elected members.	CD	Head of Internal Audit (HoIA)	July 2010 revised to Oct 2010	£1,200	Awaiting response from Zurich re dates – hopeful October but will depend on availability	
Organise training sessions on the Council's approach to risk management and the format of risk registers with Service Unit Managers.	JB	HoIA & FSM	June/July 2010	Nil	Notes sent out. Top 5 risks ID by SU all returned except Comm. Safety	8/6/10
<b>To develop operational risk registers and ensure all risks are considered</b>						
Service Unit		Service Unit	June to	Nil	Commenced –	

### APPENDIX 3

Action	Lead Officer	Responsibility	Timetable	Budgetary Implications	Action Taken	Date Achieved
Managers to discuss the concepts of risk management with their staff and develop operational risk registers.		Managers (SUMs) and IA	August 2010		feedback to IA 25/6	
SUMs to be invited to present their operational risk registers to CRMG.	JB	SUMs	January 2011 – March 2011	Nil	Meetings with SUMs and Line Managers to expand risk registers delayed until January 2011 on account of uncertainty from spending review and changing organisational structure.	
Review significant partnership activities and ensure these have been appropriately risk assessed.	CD	CRMG	December 2010	Nil	Planned for IA to develop in Q3	
Review the mechanism for considering risk within each of the Council's significant projects & events and that measures to contain	David Bates (DB) Zurich Municipal	Project Sponsor	December 2010	Nil	DB asked to advise on best practice and what other LAs are doing in this area Safety Advisory Group (SAG) advise events called in	



### APPENDIX 3

Action	Lead Officer	Responsibility	Timetable	Budgetary Implications	Action Taken	Date Achieved
and reduce the risks have been identified, are being complied with and are monitored.						
Agree a process to ensure that risks identified from external reports are considered for inclusion in the risk registers.		HoIA	December 2010	Nil		
Introduce horizon scanning as a quarterly agenda item at CRMG to identify any changes etc resulting in risks which may impact upon GBC's delivery of services.		CRMG	October 2010 (and quarterly thereafter)	Nil	On agenda for September meeting and each meeting thereafter	13.09.10
<b>Analysis, Monitoring and Reporting of risks</b>						
CRMG to review operational risk registers on a periodic basis.	CD	CRMG	September 2010 and thereafter every January & March	Nil	Housing register to come to November CRMG as example of good practice. Development of registers delayed pending spending review and the	

### APPENDIX 3

Action	Lead Officer	Responsibility	Timetable	Budgetary Implications	Action Taken	Date Achieved
					impact on the organisation are known	
CRMG to provide a risk management update to CMT on a six monthly basis.		FSM as Chair of CRMG	September & March	Nil	Update provided by FSM to meeting of 27/7/10	27.7.10
CRMG to provide a risk management update to members on a six monthly basis.		FSM as Chair of CRMG	June & December	Nil	Update went to Standards & Governance (S&G) 18/3/10 and planned for 28/10/10 re high level risks	18/3/10 & ongoing
CMT to review the strategic risk register on a six monthly basis.	JB	CMT	October & March	Nil	SRR to be sent out to Chief Officers Group after Sept review 27/7 - asking risk owners to review the risks they own, rescore, add any others etc. This can then be discussed at CMT	
SUMs to sign off annual statements that they have considered and taken appropriate measures to manage the risks	CD	SUMs	End March annual process	Nil	IA to develop template to be used	

### APPENDIX 3

Action	Lead Officer	Responsibility	Timetable	Budgetary Implications	Action Taken	Date Achieved
faced by their service units.						
<b>The development of effective corporate risk management culture within the authority where risk is considered throughout the decision making process.</b>						
Review the decision making processes at GBC to establish how significant risks are incurred and by whom.		Borough Solicitor (BS)	March 2011	Nil		
Ensure the risk management section within reports to CMT, Boards and Council is adequate.		CRMG	March 2011	Nil		
<b>Policies and tools to complement risk management are in place and are subject to periodic refresh</b>						
The Council has adopted, and published a counter fraud and corruption strategy (whistleblowing).	CD	HolA	July 2010	Nil	Due to go to S&G in October 2010	
All staff, members and stakeholders are aware of the policy.	CD	FSM (MIB and SIB)	December 2010	Nil	Plan to put on net consent once approved for staff and members – also consider presentation at section meetings	
The Council has a business continuity		Chief Executive (CX)	Ongoing	Nil	In Place	April 2010

### APPENDIX 3

Action	Lead Officer	Responsibility	Timetable	Budgetary Implications	Action Taken	Date Achieved
plan that is subject to testing and regular update.						

## AGENDA ITEM NO. 7

<b>Board/Committee:</b>	<b>STANDARDS AND GOVERNANCE COMMITTEE</b>
<b>Date of Meeting:</b>	<b>4 NOVEMBER 2010</b>
<b>Title:</b>	<b>BOROUGH SOLICITOR</b>
<b>Author:</b>	<b>MEMBER DEVELOPMENT</b>
<b>Status:</b>	<b>FOR RECOMMENDATION TO COUNCIL</b>

### **Purpose**

To consider the recommendation from Overview and Scrutiny Committee.

### **Recommendation**

That the Council consider the recommendation of the Standard and Governance Committee that the Council commits to the South East Charter for Elected Member Development and begins work towards achieving the Charter, including the setting up of a Member Development Working Group.

### **1 Background**

- 1.1 Standards and Governance Committee asked the Overview and Scrutiny Committee to undertake further work on training for members and this work has now been concluded.

### **2 Report**

- 2.1 Overview and Scrutiny Committee considered the types of skills needed by Members to discharge their functions effectively and in particular at a time when there is likely to be a significant change in their role as the Government brings forward the localism agenda.
- 2.2 South East Employers (SEE) have developed a Charter for Elected Member Development which is intended to achieve excellence in Member development, recognises strengths and successes, identifies and improves areas that need it and meets best practice standards.
- 2.3 At their meeting on 23 September 2010 the Overview and Scrutiny Committee received a presentation from South East Employers on the Charter Scheme. A copy of the presentation and information pack has been placed in the Members Library.
- 2.4 The scheme has five key stages:-
  1. Commitment by political leaders and Chief Executive; undertaking self assessment ; preparation of action plan; and target date to achieve charter

2. Preparing the application; and working through the action plan
3. External Assessment of the Council
4. Award of the Charter
5. Reassessment.

2.5 The Council are used to this type of approach to the development of individuals through its work in achieving and retaining Investors In People accreditation.

2.6 SEE have identified a number of conditions for Charter Success:

- Approach as a change process
- Cross Party - non-political-member champions
- Top leadership/management commitment
- Partnership approach to the Charter and use networks
- Link the Charter to the Council's strategic/corporate objectives.

2.7 To assist Members in assessing their development needs SEE have developed a Member Development Skills Portal which will produce a development programme tailored to the development needs identified by the Member.

2.8 Following consideration of the presentation, the Overview and Scrutiny Committee decided to recommend that:

- a) the Council pursue committing to the standard for the South East Charter for Elected Member Development and achieving the award; and
- b) a Member Development Working Group be established.

### **3 Financial Implications**

3.1 The cost of the Charter scheme is £3,000 for a three year period which covers SEE work and the External Assessment. The cost of the re-assessment is £2,000.

3.2 There is a separate cost for the Portal which would be £3,500 if the Council also took the Charter package.

### **4 Risk**

4.1 Given the pace of change in Members' roles and responsibilities a programme of self assessment and development tailored to a councillors needs is important if they and the Council are going to provide leadership to the community through difficult times.

4.2 Whilst the Council does provide training and development opportunities to councillors there is no requirement, save for Regulatory and Licensing Board, that such training and development is undertaken. The Charter Scheme with the first stage being political

leadership commitment should help to address this point.

<b>Financial Services comments:</b>	Member training is budgeted for within Policy and Organisation Board
<b>Legal Services comments:</b>	Contained in the report
<b>Service Improvement Plan implications:</b>	None
<b>Corporate Plan:</b>	
<b>Risk Assessment:</b>	See Section 4
<b>Background papers:</b>	Report to Standards and Governance Report to Overview and Scrutiny Committee
<b>Appendices/Enclosures:</b>	None
<b>Report author/ Lead Officer:</b>	Linda Edwards

**AGENDA ITEM NO. 8**

**STANDARDS AND GOVERNANCE COMMITTEE WORKPLAN**  
**AS AT 4 NOVEMBER 2010**

<b>Work Area</b>	<b>Report To Committee</b>	<b>Lead Officer</b>
High Risk Register	4 Nov 10	Julian Bowcher / Chris Davis
Member Development	4 Nov 10	Linda Edwards
Member/Officer Protocol	20 Jan 11	Linda Edwards
Fraud & Corruption Strategy update	20 Jan 11	Linda Edwards / Chris Davis
Governance Improvement Action Plan	20 Jan 11	Ian Lycett
Review of Financial Regulations	17 Mar11	Peter Wilson
Report on changes to or replacement of the Standards Board for England	When legislation announced	Linda Edwards