

# RISK MANAGEMENT TRAINING

## AGENDA ITEM No. 13

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**MEETING: POLICY AND RESOURCES COMMITTEE**

**DATE: 23<sup>RD</sup> OCTOBER 2019**

**REPORT BY: TOWN CLERK**

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### **1.0 Purpose of the Report**

- 1.1 The purpose of the report is to seek consideration of a proposal to undertake external risk management training for Members and Officers.

### **2.0 Background**

- 2.1 Arrangements for risk management rests initially with the Audit Sub-Committee and ultimately with the Council who accept the risks. The requirement to consider the effective management of risk is under "The Accounts and Audit Regulations 2015", part of the requirements is to ensure effective arrangements are in place for the management of risk.
- 2.2 The Council adopted a Risk Management Strategy and Policy in 2007 and has renewed the policy on a regular basis. Risks are reviewed by the Officer Performance Management Group every quarter and the findings are considered by the Audit, Risk and G.D.P.R. Sub-Committee and by Full Council at least once per year.
- 2.3 Training on risk management is provided to Members during the induction process following elections internally by Council staff.

### **3.0 Matters for Consideration**

- 3.1 Previous Audit Reports on risk management and arrangements recommended that formal risk management training is provided to elected Members. Unfortunately, no external agency was identified to provide this training and it continued to be provided inhouse.

An opportunity has arisen whereby Durham County Council is able to provide risk management training to Town Councils in County Durham.

- 3.2 Members are asked to consider whether risk management training would be beneficial in understanding the subject and their responsibilities along with Officers who have the responsibility for risk management. This may be considered for all Council Members or those currently serving on the Audit, Risk and G.D.P.R. Sub-Committee plus those Members who are considering serving on this Sub-Committee in the future.
- 3.3 A generic outline of the training proposal is attached as Appendix 1, however, actual training will be tailored to individual Councils and their arrangements.

#### **4.0 Impact on Great Aycliffe Town Council.**

- 4.1 The proposal will assist Members in understanding the principles of risk management and their individual and corporate responsibilities.
- 4.2 Officers with risk management responsibilities including the Internal Auditor will benefit from refresher training in risk management.

#### **5.0 Policy Implications**

- 5.1 The proposal will assist in meeting the Council's Aim No. 1 of the Aims and Targets.  
Aim No. 1 – "To provide good quality governance and management of the Council".

#### **6.0 Staffing Implications**

- 6.1 None.

#### **7.0 Financial Implications**

- 7.1 The fee for two three hour training sessions is £375 with a maximum of 18 people attending per session.

#### **8.0 Crime and Disorder Implications**

- 8.1 None.

#### **9.0 Equal Opportunities Implications**

- 9.1 None

#### **10.0 Environmental Implications**

- 10.1 None.

#### **11.0 Risk Assessment**

- 11.1 It is not considered that the matter contained in this report poses a risk to health and safety of staff or to the financial or public standing of the Council to a degree that a risk assessment should be appended to this report.

#### **12.0 General Data Protection Regulations (GDPR)**

- 12.1 Is any personal or sensitive data required for this proposal which may have any implications for GDPR?

**NO**

#### **13.0 Recommendation**

- 13.1 It is recommended that Members consider the proposal to provide "Managing Risks" training to Council Members and appropriate Officers.



## APPENDIX 1

Durham County Council has developed a short training course to help parish and town councils to meet their statutory responsibilities for managing risks that threaten the achievement of objectives. The three-hour course can be run during the day and/or in the evening, and will be delivered by Kevin Roberts, the Council's Principal Risk and Governance Officer.

### The Course

Managing Risks in Parish and Town Councils (larger councils)

### Who is it for?

To gain maximum benefit from the course, all senior officers (Clerk, Deputy Clerk and each service manager) and at least one member from each committee, including the finance chair, should attend. The course will be of particular interest to officers and members who,

- a) require a better understanding of risk management and the role it plays within the organisation, and/or
- b) have a key role in managing risks that threaten key decisions, service plans, financial plans, funding bids, performance management, projects, procurements, partnerships and operations.

### Why you should attend

The Accounts and Audit Regulations 2015 require every local council to ensure that it has a sound system of internal control which,

- a) Facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- b) Ensures that the financial and operational management of the authority is effective; and
- c) Includes **effective arrangements for the management of risk**.

### What you will learn

- a) The principles of risk management, and the supporting framework and process.
- b) The benefits of risk management and its relationship with corporate governance.
- c) How risk management can assist the council to achieve its objectives.
- d) How to identify and assess risks effectively and to select appropriate techniques for managing risks.
- e) How to implement arrangements for monitoring and reporting on risk management to officers and members.

### Fees

The fee for two, three-hour training sessions is £375 per Council (maximum 18 delegates per session). It is recommended that no more than two Councils are represented at each session.

### Risk Management Templates

To enable swift implementation of a risk management framework, a selection of generic risk management templates will be made available for each council to tailor for their own purposes. These templates are not part of the fees mentioned above.