

**PERFORMANCE REVIEW AND AUDIT COMMITTEE**

**DATE:** February 2008

**SUBJECT:** Business Risk Management Group Update

**SUMMARY:**

To provide a periodic overview of Business Risk Management performance within the Service to Performance Review & Audit Committee Members.

OBJECTIVES		IMPLICATIONS	
Trusted & Respect	<input checked="" type="checkbox"/>	Operational Risk Management	<input type="checkbox"/>
More than Emergencies	<input checked="" type="checkbox"/>	Community Risk Reduction	<input type="checkbox"/>
Saving Lives, Protecting Communities	<input checked="" type="checkbox"/>	Training & Development	<input type="checkbox"/>
Managing within Budget	<input checked="" type="checkbox"/>	Civil Contingencies	<input type="checkbox"/>
Improving Efficiency	<input checked="" type="checkbox"/>	Finance & Procurement	<input type="checkbox"/>
Resources to Priorities	<input checked="" type="checkbox"/>	H.R.	<input type="checkbox"/>
Alternative Resources	<input checked="" type="checkbox"/>	ICT	<input type="checkbox"/>
Managing People	<input checked="" type="checkbox"/>	Corporate Services	<input type="checkbox"/>
Integrated Management Planning	<input checked="" type="checkbox"/>	Transport	<input type="checkbox"/>
Partnership Working	<input checked="" type="checkbox"/>	Health & Safety	<input type="checkbox"/>
Effective & Empowered People	<input checked="" type="checkbox"/>	Premises	<input type="checkbox"/>
Sustainability & the Environment	<input checked="" type="checkbox"/>	Welsh Language	<input type="checkbox"/>
Governance	<input checked="" type="checkbox"/>	Legal	<input checked="" type="checkbox"/>

**COMMENTS / OBSERVATIONS:**

The Business Risk Management Group is establishing a firm platform on which to build upon within the Service and this will be formulated in the shape of a Business Risk Management Framework. A draft framework is in the process of being created to encompass best practice.

**RECOMMENDATIONS:**

Performance Review & Audit Committee Members to review the minutes of the Business Risk Management Group meeting and to acknowledge the progress being made to continuously improve the management of business risk within Mid and West Wales Fire and Rescue Service.

**BACKGROUND PAPERS USED IN PREPARATION OF THIS REPORT:**

Business Risk Management Group meeting minutes dated 4th February 2008;  
2007 / 2008 MARSH Insurance Renewal Report.

<b>Report Author(s) and Designation</b>	M Harries, Service Risk Manager
<b>Telephone Number / Extensions</b>	Extension 4468

**BUSINESS RISK MANAGEMENT GROUP MEETING**  
**ON**  
**4<sup>TH</sup> FEBRUARY 2008**  
**AT**  
**FIRE SERVICE HEADQUARTERS, CARMARTHEN**

**PRESENT**

R Smith (Chair)	Deputy Chief Fire Officer
M Harries	Service Risk Manager
L Aitken	Director of Finance
F Jones	Councillor - Fire Authority
W Edwards	Head of Civil Contingencies and Resilience
D Swan	Strategic Planning and Performance
N Skedgell	Health and Safety Assistant

**APOLOGIES**

A Howells	Clerk to the Fire Authority
P James Cllr <i>(Represented by Cllr. F Jones)</i>	Chair Performance Review & Audit Committee
P Bates <i>(Represented by D Swan)</i>	Head of Operational Risk Management

**ACTION**

**08.01.01 INTRODUCTION**

R Smith welcomed everyone to the second meeting of the Business Risk Management Group.

**08.01.02 APOLOGIES**

As above.

**08.01.03 MINUTES AND ACTION LIST OF BUSINESS RISK MANAGEMENT GROUP MEETING HELD 15<sup>TH</sup> OCTOBER 2007**

Minutes approved as a true and accurate record.

All actions complete.

**08.01.04 MINUTES OF PERFORMANCE REVIEW AND AUDIT COMMITTEE HELD 19<sup>TH</sup> NOVEMBER 2007**

R Smith reviewed Minutes emanating from the meeting with the Group.

**08.01.05 DEVELOPING A BUSINESS RISK FRAMEWORK**

M Harries presented to the Group a proposal to develop a Business Risk Management Framework

for the Service. M Harries explained that it was necessary to have in place a suitable framework that would outline the Business Risk Management Group's objectives and how they could be achieved. A lengthy discussion ensued on such a proposal as to what the framework would include. M Harries added that a draft document would be produced over the next few weeks for discussion within the Group.

**08.01.06 SCOPING EXERCISE BY ST PAUL TRAVELERS**

The anticipated scope of the desk-top review would include consideration of existing operational and non-operational risk registers along with their associated assessment criteria, articulation of risk and categorisation. M Harries added that an important element of the review would be to include a review of current reporting and monitoring functions in particular establishing how operational risk should be reported and escalated alongside non operational or business corporate risks.

M Harries sought an endorsement from the Group to proceed with consulting with St Paul Travelers regarding developing a Business Risk Management Framework / Scoping Exercise.

An initial first meeting with St Paul Travelers has been scheduled for the 13<sup>th</sup> February 2008.

This proposal was unanimously agreed.

M Harries

**08.01.07 OPERATIONAL PEER ASSESSMENT**

W Edwards and D Swan reviewed the comments made by the Peer Assessment Team regarding the work of the Business Risk Management Group. It was noted that the Peer Assessment Team welcomed the formulation of the Business Risk Management Group and were keen to establish its function and position within the Service.

**08.01.08 CLAIMS AND LITIGATION**

M Harries reviewed Public Liability and Employers Liability Claims with those present.

**ACTION**

**08.01.09 INSURANCE**

M Harries presented an overview of the current insurance renewal process.

**08.01.10 ANY OTHER BUSINESS**

W Edwards raised how various risks would be ranked and where the ownership would lay. M Harries stated that establishing risk thresholds whether for operational, financial or strategic aspects of our Service delivery would be a fundamental element of the finalised risk ranking process of the Business Risk Register. This would be subject to further discussion as the framework develops.

A list of proposed dates for future Business Risk Management Group Meetings is attached.

The meeting closed at 1505 hours

The date of the next meeting will be 25<sup>th</sup> March 2008 at Fire Service Headquarters, Carmarthen.

## ACTION LIST

**MEETING:** Business Risk Management Group  
**MEETING DATE:** 4<sup>th</sup> February 2008  
**ISSUED BY:** Mydrian Harries, Service Risk Manager  
**DATE OF ISSUE** 5<sup>th</sup> February 2008

AGENDA ITEM	ACTION	RESPONSIBLE PERSON / DEPT.	DETAILS OF ACTION UNDERTAKEN / PLANNED
08.01.06	M Harries to liaise with St Paul Travelers regarding a developing a Business Risk Framework ./ scoping exercise.  Date of the next meeting will be 25 <sup>th</sup> March 2008 at Fire Service Headquarters, Carmarthen.	M Harries	

**PROPOSED DATES FOR FUTURE  
BUSINESS RISK MANAGEMENT GROUP MEETINGS**

**PRAC Meeting**

7<sup>th</sup> April 2008

28<sup>th</sup> July 2008

6<sup>th</sup> October 2008

17<sup>th</sup> November 2008

16<sup>th</sup> February 2009

**BRMG Meeting**

25<sup>th</sup> March 2008

14<sup>th</sup> July 2008

24<sup>th</sup> September 2008

(May change due to other commitments by members of  
the Group)

4<sup>th</sup> November 2008

3<sup>rd</sup> February 2009