

CHESHIRE FIRE & RESCUE SERVICE RISK MANAGEMENT BOARD (RMB) Terms Of Reference (ToR)

Policy Statement:

In the context of Corporate Risk Management, Cheshire Fire & Rescue Service adopts the Management of Risk (MoR)^{®1} definition of a risk as being: 'An uncertain event or set of events that, should it occur, will have an effect on the achievement of objectives. A risk is measured by a combination of a perceived threat or opportunity and the magnitude of its impact on objectives'.

Cheshire Fire & Rescue Service's policy is to identify, analyse and respond appropriately to risks that have the potential to impede our business, change the way we do things, and/or affect the anticipated outcomes.

Role & Function:

The Risk Management Board (RMB) is responsible for ensuring that the organisation manages risk effectively through the development and implementation of a comprehensive Corporate Risk Management Framework:

- RMB will identify, assess and monitor strategic risks and ensure they are managed in line with the Corporate Risk Management Framework. This group has a critical 'check and challenge' role to ensure that identified risks are based on sound risk information and are adequately evaluated. The strategic risks recorded within the Service's Risk Management system will be used to determine the Authority's levels of balances and reserves.
- RMB will review any high priority Internal Audit recommendations in the context of risk to the organisation, and assess specific risks that may be escalated from Heads of Department (HoDs) or the Policy Approval Group (PAG).
- RMB will undertake annual reviews of the Service Crisis Management Plan.

Compliance with the Framework across the organisation will be supported by the Planning, Performance and Communications department (PPC) as gatekeepers of the Framework and associated suite of business risk management tools.

¹ M_o_R is a Registered Trade Mark of the Office of Government Commerce in the United Kingdom and other countries.

PPC is responsible for risk management and internal audit activities and will inform RMB of any high priority recommendations identified through the audit process. The Strategic risk register is used to develop the annual audit plan.

Membership:

The Risk Management Board is chaired by the Chief Fire Officer with the following representation from Officers, CFA and Internal/External Audit:

Chief Fire Officer – Chair
Deputy Chief Fire Officer
Head of Legal and Democratic Services and Monitoring Officer
Head of Finance and Treasurer
Head of Planning Performance & Communications
Corporate Programme Manager
External Audit representative
Internal Audit representative
Two CFA Members

Democratic Services facilitates these meetings and a record of action points is taken. A request for agenda items is made no later than 14 days prior to the RMB meeting and RMB members must provide an updated review of their functional risks so that they can be used to inform a review and update of the corporate risks.

Reporting:

The responsibility for Risk Management at the level of the Fire Authority has been delegated to the Policy Committee and the minutes from quarterly RMB meetings are copied to that committee. In addition, RMB presents an annual report to the Policy Committee for review and assurance. Two Fire Authority Members are appointed to RMB at the Fire Authority's AGM.

Frequency of Meetings:

RMB will meet on a six-monthly basis.

Review:

The Risk Management Board (RMB) Terms of Reference (ToR) will be reviewed and approved by the Board annually. Next review: March 2017.