



CHESHIRE FIRE AUTHORITY RISK MANAGEMENT GROUP (RMG) Terms Of Reference (ToR)

Policy Statement:

In the context of Risk Management, Cheshire Fire Authority 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 Authority'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 Group (RMG) is responsible for ensuring that the organisation manages risk effectively through the development and implementation of a comprehensive Risk Management Framework. In particular:

- Identify assess and monitor strategic risks and ensure they are managed in line with the Risk Management Framework. The 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 on the Risk Management database will be used to help inform the level of the Authority's reserves.

The main functions of RMG are as follows:

- Review any high priority Internal Audit recommendations in the context of risk to the organisation.
- Assess specific risks to determine further scrutiny, monitoring or elevation to the Strategic Risk Register from the following: Heads of Department; Service Leadership Team; Authority groups with specific areas of activity; projects; and departmental risks.
- Where necessary, commission reviews ("deep dives") into specific risks from the appropriate Head of Department.
- Provide assurance to the annual reviews of the Service Crisis Management Plan.

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

- Review the Risk Management Policy and Procedures no less than triennially.

The Authority has in place a number of groups focussing on specific areas of activity which maintain risk registers. Any red risks identified by these groups will be reported to RMG. These groups are:

- Performance & Programme Board
- Health, Safety and Wellbeing Group
- Premises Risk Information Group
- Equality Steering Group
- Pensions Board
- Land & Property
- Operational Learning Group

Membership:

RMG comprises of:

- Deputy Chief Fire Officer– Chair
- Director of Governance /Monitoring Officer
- Treasurer and Section 151 Officer
- Heads of Department
- Risk and Project Officer
- Governance Officer

Democratic Services will facilitate meetings of RMG and minutes and action points will be recorded. A request for agenda items should be made no later than 14 days prior to the RMG meeting and RMG members must provide an updated review of their functional risks on the Risk Management Database on Cheshire Planning System no later than 10 days before the meeting.

Reporting:

The responsibility for Risk Management sits with the Fire Authority. The minutes from RMG meetings will be submitted to the Audit Committee and the Audit Committee will ensure that the Risk Management process is operating effectively. RMG will prepare an Annual Report which will be submitted to the Audit Committee and which will be included as part of the Audit Committee's Annual Report to the Authority.

Frequency of Meetings:

RMG will meet on a quarterly basis in advance of Audit Committee meetings.

Review:

RMG ToR will be reviewed and approved by RMG annually.
Next review: June 2024