

RISK MANAGEMENT MANUAL UPDATE

1. EXECUTIVE SUMMARY

- 1.1 This report presents the revised risk management manual which has been amended to reflect changes in current operational practices.

2. RECOMMENDATIONS

- 2.1 To approve the revised Council risk management manual.

3. DETAIL

- 3.1 As per the Council's Financial and Security Regulations the Policy and Resources Committee is responsible for approving the Council's risk management manual.
- 3.2 On 24 May 2018 the Policy and Resources Committee approved the revised risk management manual. No changes were made to the Council's risk management arrangements during 2018/19 so it was not deemed necessary to review and update the risk management manual in that year
- 3.3 In September 2019 the Audit and Scrutiny Committee agreed an annual audit of risk management was no longer required and that this would be replaced by an annual strategic risk assurance mapping exercise with an audit of risk management to be conducted at least every three years. An internal audit of the Council's risk management arrangements, reported to the Audit and Scrutiny Committee on 24 January 2020 highlighted a need to revise the risk management manual to reflect this change. It also highlighted that the manual referred to the Chief Executive presenting the Council's strategic risk register to the Policy and Resources Committee rather than the Audit and Scrutiny Committee on an annual basis.
- 3.4 The risk management manual has been revised to reflect these required changes, the change in the Council's Chief Executive and some other minor text changes. The table below provides a summary of the changes:

Page	Para	Change
Front	N/A	Added Council logo, new strapline and latest version date
3	3	Amended Chief Executive details to reflect recent appointment
5	11 Table Row 2	Amended title from 'Head of Strategic Finance' to 'Head of Financial Services'
10	27	Amended 'Strategic Finance' to 'Financial Services'
10	30	<p>Previous Para</p> <p>The Strategic Risk Register is formally reported to the Policy and Resources Committee on an annual basis (normally August) and, also on an annual basis, the CIA will provide a risk management overview paper to the Council's Audit and Scrutiny Committee (normally March) to provide assurance over the risk management process.</p> <p>Revised Para</p> <p>The Chief Executive presents the Strategic Risk Register formally to the Audit and Scrutiny Committee on an annual basis (normally June). In addition the CIA will perform a strategic risk assurance mapping exercise on an annual basis and report its conclusions to the Audit and Scrutiny Committee (normally September). Formal audits of the Council's risk management arrangements will be performed at least once every three years</p>

- 3.4 The revised Risk Management Manual was to be submitted to the May 2020 Policy and Resources Committee for approval however that Committee was replaced by the Business Continuity Committee (BCC) and, as the changes to the Risk Management Manual were minor in nature, submitting the manual to the BCC for approval was not deemed a priority whilst the Council responded to the COVID pandemic.

4. IMPLICATIONS

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| 4.1 | Policy | None |
| 4.2 | Financial | None |
| 4.3 | Legal | None |
| 4.4 | HR | None |
| 4.5 | Fairer Scotland Duty | See Below |
| 4.5.1 | Equalities | None |
| 4.5.2 | Socio-Economic Duty | None |

4.5.3	Islands Duty	None
4.6	Risk	Aligning risk management manual to revised operational activity
4.7	Customer Service	None

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APPENDICES

Appendix 1 – Revised Risk Management Manual