

## REGULATION 10: RISK MANAGEMENT

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### 10.1 RISK MANAGEMENT

- 10.1.1 **Framework:** The Audit and Governance Committee are responsible for approving an appropriate approach to risk management for the Council.
- 10.1.2 **Policy:** The "Nominated Director with responsibility for Risk Management" is responsible for maintaining the Council's Risk Management Policy and Business Continuity Policy.

### 10.2 INTERNAL CONTROL

- 10.2.1 **Annual Governance Statement:** The Chief Executive's Assurance Group is responsible for maintaining an appropriate assurance framework which supports the production of the Annual Governance Statement in accordance with the latest Accounts and Audit Regulations.
- 10.2.2 All managers should be clear of their responsibilities with respect to the assurance framework and Local Code of Corporate Governance and should provide appropriate assurance information to support the Annual Governance Statement, as necessary.
- 10.2.3 **Responsibility and Purpose of Internal Controls:** All managers must establish, maintain and keep under review appropriate and effective internal controls which promote and encourage:
  - a) the achievement of objectives;
  - b) compliance with legislation and council policies, regulations and rules;
  - c) the reliability and integrity of Information;
  - d) economical and efficient use of resources;
  - e) safeguarding of assets.
- 10.2.4 Managers should ensure that those involved in operating systems are clear as to their responsibilities and reporting lines.

### 10.3 INSURANCE

- 10.3.1 **Arranging Cover:** The "Nominated Director with responsibility for Insurance" shall establish appropriate insurance cover for the Council and review it annually in consultation with relevant managers.

- 10.3.2 **Notification of Changes:** Managers should give notification to the "Nominated Director with responsibility for Insurance" of any circumstances, risks, purchases and disposals which may materially affect the insurance arrangements needed.
- 10.3.3 **Responsibility for Claims:** The "Nominated Director with responsibility for Insurance" shall negotiate all claims made on the Council's policies, in consultation with other officers as necessary.
- 10.3.4 **Notification of Claims:** Managers shall give prompt notification in writing to the "Nominated Strategic Finance Manager" of any loss, liability, damage or event likely to give rise to a claim by or against the Council.
- 10.3.5 **Contractor Cover:** Managers should ensure that suppliers, contractors, consultants or agents engaged must have insurance arrangements that adequately protect the Council's interests in accordance with [Financial Regulation Support Document 22](#).

## 10.4 FRAUD AND CORRUPTION

- 10.4.1 **Maintenance of Anti-fraud and Corruption Policy:** The "Nominated Director with responsibility for Counter fraud" is responsible for maintaining the Council's [Anti-Fraud and Corruption Policy](#).
- 10.4.2 **Duty to Report Financial Irregularity:** Where there is a suspicion of Financial Irregularity, it is the duty of all individuals to report the matter to their Manager, the "Nominated Audit Manager" or the Statutory Chief Finance Officer. Such disclosures will be treated in accordance with the Council's Code of Practice for Confidential Reporting.
- 10.4.3 The "Nominated Audit Manager" should subsequently be notified of all investigations into fraud, corruption or impropriety and the outcomes.
- 10.4.4 **Investigation Procedure:** The "Nominated Audit Manager" should maintain an Investigation Policy and supporting procedures to determine how an investigation into an irregularity should be carried out. The Investigation Policy should be approved by the Chief Executive's Management Team.