

Groups, roles and responsibilities

It is vital that all staff within Lambeth understand the role they play in the effective management of risk.

Groups

The role of the risk management team is primarily that of an advisory, support and critical friend function and to support this, the following review groups are in place.

Reviewing Group	Responsibilities
Cabinet and Elected members	<ul style="list-style-type: none"> • Own the council’s Risk Management Policy; • Contribute to defining the overall risk appetite for the organisation; • Review the corporate risk register; • Review the directorate risks within their area of leadership; • Regularly discuss new and existing risks with the relevant Strategic Director.
Corporate Committee	<ul style="list-style-type: none"> • Monitors the effective development and operation of risk management and governance in the council; • Monitors and acts on escalated corporate risks under the direction of the Chief Executive; • Oversees and approves the council’s risk management policy and strategy; • Receives periodic updates on threats and opportunities which impact on the council’s objectives / outcomes; • Contributes to defining the overall risk appetite for the organisation; • Members consider any risks they wish to be passed to the Overview and Scrutiny Committee for further scrutiny
Overview and Scrutiny Committee	<ul style="list-style-type: none"> • Provides scrutiny for any risks escalated from Corporate Committee

Reviewing Group	Responsibilities
Directors network	<ul style="list-style-type: none"> • Ensures that escalation processes are in place for designated parts of the council for risk reviews; • Identifies the need for investment to fund, promote and oversee the implementation of the risk management strategy; • Ensures participation in the delivery of risk management within the organisation; • Owns individual corporate risks (as delegated by the Chief Executive), and approves corporate risks as escalated from leadership teams • Agrees the involvement of the risk manager, internal audit and other officers as appropriate. • Contributes to defining the risk appetite.
Corporate Joint Health, Safety & Wellbeing Committee	<ul style="list-style-type: none"> • Monitors and reviews high level Health and Safety risks and issues, escalating to the Corporate Management Team as appropriate; • Ensures that Health and Safety risks are managed effectively within directorate and service areas; • Provides risk management recommendations; • Provides a forum for the discussion of risks and issues raised by risk registers, environmental conditions, and internal and external audits.

Reviewing Group	Responsibilities
Management Board Directorate Leadership Teams and Divisional Management Teams	<ul style="list-style-type: none"> • Ensures directorate/sub directorate is identifying and managing corporate, strategic, operational, project and partnership risks effectively; • Reviews and challenges risk registers for their directorate/sub directorate on a quarterly basis; • Makes recommendations on risks/issues to escalate to Corporate Management Team; • Sets priorities for dealing with unacceptable risks and to reduce risks; • Ensures that risk management roles and responsibilities are included within appropriate 1-2-1 targets.
Internal Audit	<ul style="list-style-type: none"> • Understands the Risk management Policy and Strategy • Supports and reviews the risk management process. • Focus internal audit work on significant risks. • Provides the risk team with updates on risks identified from audits. • Provides assurance on risk management across the council, based upon reviews through audit risk assessments.
Programme, project, and operational boards (including senior responsible owners)	<ul style="list-style-type: none"> • Participates (as appropriate) in the identification, assessment, planning and management of threats and opportunities; • Understands the Risk management Policy and Strategy and their accountabilities; • Implements the risk management processes within their areas of responsibility; • Escalates programme, project, strategic and operational risks as appropriate; • Records and lessons learnt actions are put in place to reduce or eliminate risks before new projects are implemented; • Ensures risk management is at the heart of decision making and key information is delivered through executive groups.

Roles

To help clarify an individual's responsibility for managing risks within their role, a set of risk management training materials have been developed and are available for inclusion within individual 1-2-1 sheets.

Roles	Responsibilities
Risk Manager (& risk & insurance team)	<ul style="list-style-type: none">• Ensures the Risk Management Policy is implemented• Develops plans to improve the management of risk• Develops risk management guidance and training and supports risk and control owners in delivering their role• Ensures appropriate staff and Members are adequately trained in risk management• Carries out ongoing management of risk process reviews, benchmarking scrutiny and challenge.

Roles	Responsibilities
Directors/ Heads of service / service managers	<ul style="list-style-type: none"> • Participates (as appropriate) in the identification, assessment, planning and management of threats and opportunities • Understands the Risk management Policy and Strategy and their accountabilities • Maintenance of the risk registers in their area of responsibility, ensuring that all risks are added to the council's risk register. • Escalating risks of a corporate nature to the attention of their DMT • Undertakes risk assessments for their service in relation to service / business planning and budget setting process. • Identifies partnership and contractual arrangements where there are shared risks, ensuring these are recorded and properly managed. • Reviews risks and risk assessments on a regular basis and discusses the management of risks with relevant team members.
Risk/control measure owners	<ul style="list-style-type: none"> • Ensures effective action is taken to manage risk. • Ensures the integrity of information recorded on the risk register. • Oversees control measures and reviews proposed mitigating actions. • Monitors progress against mitigating actions. • Reports to their management teams on significant changes in risks.
All council employees	<ul style="list-style-type: none"> • Becomes aware of the Risk Management Policy and Strategy • Understands their responsibilities in managing risk • Participates (as appropriate) in the identification, assessment and control of threats and opportunities • Immediately reports to their manager any incident, accident, 'near misses' or any other concerns that they may have with regards to risks.