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| Risk Management Group Terms of Reference |

## Purpose

The purpose of the risk management group is to:

* identify the risks your organisation faces
* analyse the likelihood and possible impact of each one
* evaluate and prioritise the risks based on business and/or strategic objectives
* treat – or respond to – the risk conditions
* monitor how the risk controls are performing and adjust as necessary.
* **[Amend as necessary]**

Members should provide advice, guidance and approval to achieve these things.

## The responsibilities of the risk management group are to:

* understand the outcomes, benefits and purpose of the group
* take a genuine interest in the outcomes and overall success
* communicate positively about the work they’re doing
* actively participate in meetings through attendance, discussion, and review of minutes, papers and other documents
* support open and constructive discussion and debate with fellow group members
* check the work is aligned with the organisation’s overall organisational strategy.
* **[Amend as necessary]**

## Ways of working

### Behaviour

* Start and end meetings on time.
* Ask questions to seek clarification and ensure sufficient dialogue.
* Invite different viewpoints.
* Demonstrate mutual respect.
* Ensure equal “airtime”.
* Listen, then speak – do not interrupt.
* **[Amend as necessary]**

### Principles

* Be open to innovation/seek best practices everywhere.
* Always maintain confidentiality/privacy.
* Have a “parking lot” for future discussion.
* **[Amend as necessary]**

## General

This section provides information on membership, the decision-making process, frequency of meetings, the agenda, minutes and decision papers, and rules for proxies.

**[Amend as necessary]**

## Accountability

The group reports to the [Role title] and contributes to [frequency] summaries of the work for senior leadership.

**[Amend as necessary]**

## Membership

The group is composed of:

* Role title 1 [Business Owner] (chair)
* Role title 2 [Technical Owner]
* Role title 3
* Role title 4

Other staff may be called upon from time to time to participate in the meetings. This includes when an area of change is requested by their unit, or a change will significantly impact their area of operation.

### Role Title 1 [Business Owner]

Ensures the work aligns with the organisation’s strategic direction. Ensures business objectives are understood and agreed to.

### Role Title 2 [Technical Owner]

Ensures work aligns with the organisation’s ICT (Information and Communication Technology) roadmap. Ensures cohesion and integration across architecture, design and technical flow.

### Role Title 3

Ensures contribution is meaningful.

**[Amend as necessary]**

## Quorum

A minimum number of three members are required. The quorum must include the **[Business Owner]** and the **[Technical Owner]**. The members may send a delegate in their absence. These delegates will represent the member in a decision-making capacity during the meeting.

**[Amend as necessary]**

## Frequency of meetings

The group shall meet **[decide frequency].** A proposed meeting schedule will be presented at the last meeting of the calendar year for the following year. Extra meetings may be added as required.

**[Amend as necessary]**

## Agenda, minutes and decision papers

The agenda for upcoming meetings will be distributed before each meeting.

Recording and distributing meeting actions and decisions is the responsibility of **[decide on role].** The decision and action log will be distributed within **[decide on period]** working days after each meeting.

The decision log will hold a record of decisions and actions **[or as deemed appropriate].**

**[Amend as necessary]**

## Communication and reporting

Activities will be reported through the **[decide on appropriate channel].**

**[Amend as necessary]**

## Decision making

Consensus decision making is preferred. Voting can be used to determine the level of consensus.

**[Amend as necessary]**