



Minute: **Meeting No. 15**

Meeting: **Strategic Risk – Competitors (External)**

Date: **Tuesday, 27th November 2007**

Venue: **Scottish Water - Dunfermline**

Time: **1pm**

Attending attendees:

No	Forename	Surname	Organisation	Email	IRM Member
1.	Graham	Offord	Offrisk	geo@offrisk.com	Yes
2.	Glen	Allan	Stirling & Clackmannanshire Councils	allang@stirling.gov.uk	App
3.	John	Glover	Glover Associates & Consulting	john@jglover10.plus.com	
4.	Catriona	Munro	McLay Murray & Spens LLP	Catriona.Munro@mms.co.uk	
5.	Robb	Fletcher	Faculty of Advocates	robinfletcher@talk21.com	Yes
6.	Angus	Evans	McLay Murray & Spens LLP		
7.	Eileen	Abbess	NetworkRail	Eileen.ABBESS@networkrail.co.uk	Yes
8.	Karen Jane	Stewart	Scottish Water	Karen-Jane.Stewart@scottishwater.co.uk	Yes
9.	Iain	Jackson	Argyll & Bute Council	Iain.Jackson@argyll-bute.gov.uk	yes
10.	Gordon	Dakers	BNY Mellon	Dakers.G@mellon.com	Aff
11.	Mairi	Julier	Napier University	m.julier@napier.ac.uk	Yes
12.	Tracey	Kinloch	TIE		No
13.	Alan	Coote	SCDEA	Alan.Coote@scdea.pnn.police.uk	
14.	Kenneth	Campbell	Standard Life	kenneth_i_campbell@standardlife.com	Yes
15.	Denise	Cheyne	Standard Life	denise_cheyne@standardlife.com	Yes
16.	Brian	McGrath	Scottish Water		
16.	Gavin	Ward	Scottish Water		
17.	Anne	Carty	Scottish Water		
18.	Grant	Murray	Scottish Water		
19.	Maya	Irwin	Scottish Water		
20.	Steve	Boys	Scottish Water		
21.	Douglas	Blackburn	Scottish Water		
22.	David	Lundie	Scottish Water		

Apologies

- | | | |
|-----------------------|------------------------|---------------------|
| 1. Laura Anne McMahon | 2. Charo Cervantes | 3. Robin Scorthorne |
| 4. Douglas Blair | 5. Graham Hudson | 6. Madeline Hibberd |
| 7. Alex Marr | 8. Christine Cleminson | 9. Tracey Hutchison |
| 10. Peter Docherty | 11. Ginette Evans | 12. Craig Hunter |
| 13. Margaret Harris | 14. Russell McKay | 15. Graeme McKenzie |
| 16. Ginette Evans | 17. Stephen Kelly | 18. Richard Cooke |
| 19. Mark White | 20. | 21. |

Minute:

- Welcome by Graham Offord and thanks to Karen Jane Stewart and Brian McGrath of Scottish Water for arranging the venue, their kind hospitality and buffet lunch.
- Introduction from Graham regarding the topic for the meeting and details of the Institute of Risk Management and their role.



3. 10 minute vignette – Glen Allan of Stirling Council provided us with an enthusiastic overview of his career to date.
 - 3 years ago Glen left the role of Security Adviser at Scottish Water where he spent 20% of his time undertaking security activities using a risk management based approach, and joined NHS 24 as their Risk Manager with the aim of consolidating knowledge and driving the development of risk management. This approach included the lessons learned from 2 fatal accident enquires and the application of NQIS (NHS Standards).
 - He now has a full time RM role at Stirling Council where he has engaged management and staff at all levels to understand what risk management is about – not a tick box / audit pass exercise. As a result he is seeing a move to “value based” risk management and a removal of unhelpful jargon.
 - The Corporate Risk Management Group sits monthly and has been transformed where management are happy to attend – and have a “real discussion” about the risks facing the council services without being bound by Department fiefdoms. It has proven to be a useful forum to separate development of policy from workable procedures.
 - Future developments include the integration of Majique risk management software (purchased prior to Glen’s arrival – but proving capable)
 - A copy of Glen’s presentation is associated with this minute on the IRM web site
4. Unfortunately neither Richard Cooke of Glasgow City Council or Joe Hannah of Alliance Trust were able to attend and we will hold their 10 minute vignettes for our meeting scheduled for Friday 1st February 2008.
5. Strategic Risk – Competition Law – following on from an excellent presentation by Catriona Munro and Angus Evans of McLay Murray & Spens LLP when they both presented Partnership Risk – a duty of care, this time they presented to the group the issues relating to competition law and the ease with which organisations both in the public and private sector can get caught out with non compliance and suffer as a consequence substantial fines.
 - Clearly this was a subject that hit directly at the reputation of organisations. Examples given we surcharge fixing between Virgin and BA and many of the European Lift and Elevator companies. Microsoft was another recent example where heavy fines were imposed due to the bundling of the browser product within Windows XP.
 - Encouragement was given to conducting mock dawn raids as they certainly trained staff on how to handle such events however more importantly it drew attention to the potential areas where compliance is necessary
 - In essence if a dawn raid does happen – think crisis management – do cooperation but get hold of a lawyer quickly!
 - A copy of Catriona’s presentation is associated with this minute on the IRM web site
6. Rules of IRM Regional Group meetings – in accordance with a request by the IRM Central office the rules of association in respect of our gatherings were read out to the Group by Graham. A copy is attached to this minute. Only one key point seemed to require formalisation and that was to form a steering group – this had existing in part at the beginning however this has now been ratified with Gordon Dakers and Eileen Abbess joining Graham and Laura Anne as the core group.
7. Discussion took place regarding meeting days and a consensus preferred the move to a Tuesday rather than the Friday. It is probably too late to move the Friday 1st February date however the dates for the rest of the year are set out below
8. As regards room layout – consensus would prefer the horseshoe layout to enable roundtable debate and this should be borne in mind for future events – including time the meeting agendas for discussion.
9. Date of next meetings:



2008 Dates	Topic	Time	Venue	Host
Friday, 1 st February	Steve Fowler attending Fire Engineering - Graham Jukes of Chubb Europe	1300		
Tuesday, 13 th May	Climate change the carbon footprint and our risk managed response	1300		
Thursday, 25 September	Charities IRM SIG Oliver Boyle Thomas Miller Risk Management Ltd Tel: 020 72042744 Email: Oliver.Boyle@Thomasmiller.com	1300	?	?
Tuesday, 25 November	Enterprise Risk Management – where are we now and the future	1300		



GUIDELINES FOR IRM REGIONAL GROUPS (RGs)

1 Purpose

The purpose of IRM Regional Groups is to:

- Provide a forum for two way communication between members and the IRM
- Widen the reach of the IRM specifically to members residing outside of London
- Develop risk management knowledge and skills and share best practice amongst members
- Expand the boundaries of risk management thinking by encouraging active thinking and provoking thought amongst the members
- Encourage growth in membership of the IRM

2 Constitution

- RGs must be set up with a view to furthering the IRM's strategy through involvement of all local members
- A core steering group comprising and least 3 and preferably 4 people should be established
- The IRM Membership Committee must formally approve each proposal for the formation of a RG
- The IRM Board or Membership Committee may request the disbanding or reorganisation of the RG or change of Chairman at any time

3 Conduct

- The parties involved are accountable to the IRM at all times
- The parties involved shall adhere to the IRM Articles and Memoranda of Association and Code of Conduct at all times
- The parties involved will commit to retaining information gained or shared within the IRM membership and not use the information for any external commercial purpose
- RGs are required to publicise and communicate their activity through the IRM website and InfoRM Magazine.
- The Chairman is responsible for providing minutes/report of the conduct of each meeting including a list of attendees to the IRM office within three weeks of the meeting taking place

4 Administration

- The RG should select a Chairman (who must be a member of the IRM)
- The RG should select a Secretary to be responsible for ALL administration e.g. arranging meetings; venues; hospitality; speakers; preparing and circulating meeting notes
- Full use of the IRM website must be made by the Secretary to communicate the activities of the RG to the membership e.g. publishing terms of reference; dates of meetings; parties involved and updates on progress/developments
- Each RG determines its own framework for meetings
- Non IRM members may participate in RGs where they are able to contribute relevant expertise. Such members should not have any undue influence on the work of the group.
- The involvement of any member, invited guest or speaker is on a voluntary basis and the IRM will not be responsible for any expenses incurred.
- There will be no charge made to invited guests for participation in a RG but membership of the IRM should be encouraged by the Chairman if their attendance is long-term.
- Wherever possible, sponsorship for venues and hospitality should not be actively pursued by any RG. In the event that this is deemed necessary by the RG, full approval is required from the IRM Membership Committee.
- RGs should prepare progress or update articles after each event for inclusion on the website and in InforRM.



5. The running of the group

- Adequate advertisement (dates, location, focus) of any meeting and/or event must be made by each RG
- Members wishing to attend should be encouraged to announce their attendance to the Secretary in order to monitor planned attendance
- The RG Secretary should endeavour to maintain up-to-date information of those attending each RG
- In the event that a RG is cancelled or postponed, the RG Chairman and/or Secretary must take reasonable steps to communicate this to all IRM Members – directly to those who have announced their attendance and ‘publicly’ via the IRM Website and Message Boards
- The RG Leadership are encouraged to plan the program of events as far in advance as reasonably possible. This will assist in maintaining interest, improve information on expected attendance and allow more to allow for changes/postponements/cancellations

6 Funding the group

- It is vital that RGs are clearly identified as IRM groups and maintain their independence as such
- The RG leadership must endeavour to maintain any RG as a free member benefit. Any proposal to make a charge must be submitted to and agreed by the Membership Committee before the event is publicised
- Where a RG leadership believe they are likely to incur expenditure in holding a meeting, advance consideration of this must be given as to how this will be funded at the planning stage. A proposal for funding can be put to the Membership Committee for consideration. At least 4 weeks should be allowed for consideration of the funding request and the event should not be publicised until a decision has been confirmed
- Although the contact with other Organisations is encouraged, the RG should endeavour to limit the number of joint events organised during any annual period.