

# South Wales & SW of England IRM Meeting

## Meeting Notes

<b>DATE:</b>	22.02.06	<b>LOCATION:</b>	Airbus, Filton, Bristol
<b>CHAIRMAN</b>	Fergus Dolan, Marsh		
<b>SECRETARY</b>	Sue Houldey, Ecclesiastical Insurance Group		
<b>ATTENDEES:</b>	Per distribution list		

### 1. Introduction

Chairman welcomed all those attending.

Each attendee gave a brief introduction of themselves and their roles within their own organisations.

### 2. Steve Fowler, Chief Executive Officer, IRM

SF gave an outline of the

- IRM and its objectives
- Plans for the future
- The operational framework
- 2006 priorities

2006 priorities

- Review of the diploma
  - Skills and competency requirements in 5 years
  - Internationalise the contents to make more relevant
- Message and markets
  - Expand messages within other institute and public literature
- Service
  - Expand office (but keeping it small and personal)
  - Reviewing processes for simplicity and efficiency
  - Regrading membership structure (following feedback from employers and recruitment agencies)

The presentation was followed by a questions and answer session.

New exam modules are being introduced, and members are encouraged to look at doing individual modules.

### 3. **Dave Pope, Head of Risk Management, DVLA**

DP gave an overview of the scale of the DVLA followed by an outline of the approach to embedding risk management within the DVLA.

This initially included

- Building a marketing image for risk management (visual interpretation of risk management)
- Developing a project contract for risk management (expectations of delivery)
- Completion of baseline workshops (to complete basic risk registers)
- Publication of risk registers on the Intranet for all staff to access

Further development includes,

- Splitting the risk registers into three levels
  - Short term tactical
  - Long term strategic
  - Restricted Access

This enables the right people to focus on the right risks at the right time.

- Including a description of the point at which the risk becomes acceptable e.g. do not need to mitigate to zero within the registers.
- Stewardship reporting – Each senior manager signs certificate for risks following a quarterly review of the registers. Senior Managers now have monthly meetings with the relevant directors.
- Developed 30 Liaison Officers within the business who are trained and supported from the centre.

The role of the risk management function currently includes

- Corporate Risk Management
- Maintaining local risk registers
- Business Continuity Management (Incident hotline)
- IT Security assurance
- Internal antifraud
- DVLA network accreditation

They are looking to bring Health and Safety within the role of risk management in the future

### 4. **AOB**

The next meeting is to be held on 17th May 2006 in Filton. Venue and speakers to be confirmed.