

# Efficiency, Improvement & Transformation

## Officer Led Task and Finish Review

### Review Title

### Scope

<b>Scrutiny Chair:</b> Jean O'Donnell	<b>Contact details:</b>
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<b>Independent Officer:</b>	<b>Contact details:</b>
<b>Finance Officer:</b>	<b>Contact details:</b>
<b>Select Committee:</b> Arts Leisure and Culture	<b>Type of Review:</b> Task and Finish

**Timeline Options to select 24th November. Cabinet 16<sup>th</sup> December.**

#### 1. What services are included?

Risk Management and Insurance:

##### Description of the Service

The Risk Management and Insurance Section forms part of the Finance, Procurement and Performance Division within the Corporate Finance Department of the Council's Resources Directorate. The Service is based at Kingsway House, Billingham and its principal functions are to -

- Deliver risk management and insurance support, advice and solutions to all service areas of the Council and, in addition, to its outsourced services companies and various external regional organisations, agencies and partnerships.
- Develop and embed a systematic approach to the identification, quantification and management of operational and strategic risks encountered by the Council and its key stakeholders in the course of their joint business activities.
- Implement and direct a risk management and loss control programme to provide optimum protection against avoidable loss and failure to achieve planned objectives at minimum cost, using risk related information to identify relevant control and mitigation factors.
- Ensure that efficient and cost-effective self-insurance and external insurance programmes are in place to protect the Council's assets and legal liabilities, and that these are fully supported by comprehensive training, guidance material and resources for service users.
- Provide a full insurance claims handling service, managing the conduct of claims, preparing documentation, investigating losses, handling litigation preliminaries, negotiating settlements with insurers and third parties, arranging claim payments and pursuing the recovery of uninsured loss expenditure.
- Maintain comprehensive risk information and computerised data analysis systems which provide full management information and reporting capabilities for the purpose of monitoring, regularly reviewing

and communicating the Council's risk profile to inform decision making, minimise exposure to adverse outcomes and assist in the identification of opportunities.

Under Section 151 of the Local Government Act 1972 it is required that every local authority in England and Wales should make arrangements for the proper administration of their financial affairs and secure that one of their officers has responsibility for the administration of those affairs. These functions are deemed to include risk management and insurance arrangements, for which suitable and sufficient systems and procedures are required to comply with the statutory regulations.

**2. Task & Finish Teams overall aim / objectives in doing this work is:**

To ensure compliance with statutory obligations by the provision of an efficient, effective and cost-effective Risk Management and Insurance Service.

**3. Please give an initial indication how transformation will enable efficiencies and improvements to be delivered by this EIT review?**

**The reassessment of current working practices.**

**The examination of current functions with a view to realignment or merger.**