



River Tees Port Health Authority

Risk Management Strategy

2019 – 2020

Approved June 2019

Risk Management Strategy

1. Policy Statement

- 1.1. River Tees Port Health Authority is a small organisation that provides a range of services to both businesses and residents across the Tees Valley. Risk management is a critical element of Corporate Governance and risks must be reduced to an acceptable level, or where possible, eliminated. The Authority is committed to maintaining a systematic and cost effective approach to the identification and management of risk which complies with best practice, statutory and audit requirements, and the creation of an environment that does not give rise to any surprises.
- 1.2. By managing any threats effectively, the Authority will be in a stronger position to deliver its business objectives. The Authority will proactively identify, understand and manage risks inherent in its service so as to encourage responsible and informed risk taking.

2. Risk Management Strategy

- 2.1. The Authority's Risk Management Strategy will be regularly reviewed to ensure it reflects best practice and promotes continuous improvement in the management of risk. It provides a framework to support members of the joint board and officers in their work to address risk and so enables the Authority to discharge fully its responsibilities in this area.
- 2.2. The strategy identifies the objectives and benefits of managing risk, outlines responsibilities for risk management, and provides an overview of the process to manage risk successfully. Effective risk management is the systematic identification and treatment of risk, to reduce the possibility of failure and increase the likelihood of success. It is a continuous process that runs through the Authority's business and is critical to effective decision making and performance management.

3. Aims, Objectives and Benefits

Aims

- 3.1. The aim of the strategy is to improve the Authority's ability to manage threats to its service.

Objectives

- 3.2. Ensure all risks are managed in accordance with best practice and comply with all statutory and audit requirements.
- 3.3. Ensure risk management is embedded in our culture making it integral to the service.
- 3.4. To communicate the Authority's approach to risk management to all employees, members of the joint board, partners and stakeholders.

Benefits

- 3.5. Reduction in failure, loss, damage, and injury caused by risk.
- 3.6. Improve service planning, delivery and performance, and resilience.
- 3.7. Improve financial performance.
- 3.8. Protecting against fraud and poor stewardship of public money.
- 3.9. Compliance with statutory and regulatory requirements.

4. Risk Management Process

- 4.1. Risk assessment is a central component of risk management that is used to identify, analyse and control risk and is an examination of what could affect the Authority's service provision. The objective is to ensure relevant control measures are in place to mitigate potential risks that may occur. The risk register will be reviewed and monitored on a quarterly basis and reported on at least an annual basis to the board.

5. Roles and Responsibilities

- 5.1. Risk Management is a part of everyone's role within the Authority in their day to day work which involves all Elected Members, management and officers who have both a collective and individual responsibility in the management of risk.

Table of Roles and Responsibilities

Person or group	Role and Responsibility
Joint Board	Approves the Authority's Risk Management Strategy and monitors the risk register on a quarterly basis.
Director	Acts as senior operational manager to ensure that the Authority manages risk effectively at a strategic level.
Service Manager/ Principal Officer	Ensures risks are managed effectively in the Authority.
Port Health Officers	Manage risk effectively in their job. Report hazards to the Principal Officer.
Treasurer	Acts to ensure that the Authority has effective financial management.
Internal and External Audit	Review of the effectiveness of the Authority's arrangements for financial management.

6. Skills and Expertise

- 6.1. The Authority will ensure it has the skills and expertise necessary to manage risk by awareness and training sessions delivered to all members and officers.

7. Service Planning

- 7.1. RTPHA Service Plan details the delivery of the port health service, which includes the inspection of ships, enforcement of food, feed and environmental protection laws, and the prevention and control of infectious diseases.
- 7.2. The plan has been prepared in accordance with the Food Standards Agency Framework Agreement on Local Authority Food Law Enforcement. It takes account of the Local Authority Enforcement Monitoring System (LAEMS) and the Agency's guidance on Imported Food and Feed Control. The Service Plan receives approval from the joint board of RTPHA and is reviewed annually.
- 7.3. RTPHA Service Plan may produce recommendations that will affect the future of the Authority and the delivery of the service. It is essential that risks are properly assessed to deliver the intended benefit to the service user.

8. Continuous Improvement

- 8.1. RTPHA is committed to continually improving the service it provides by acting on feedback and removing obstacles to efficiency effectiveness. There may be times when things do not go to plan and it is important that the Authority learns from any incidents and shares and communicates this knowledge.

9. Conclusions

- 9.1. Risk Management is critical to the effective overall management of the Authority; it is essential to good management practice and for successful forward planning. It makes an important contribution to improving performance as being 'risk aware' creates a working environment that supports the achievement of objectives with a greater degree of confidence.
- 9.2. Risk Management can offer cost savings, and reduce service disruption, as well as minimising exposure to negative publicity and costly litigation.