# Introduction

The **Risk Management Group** (RMG) is an advisory group with no scheme of delegation for decision making. The group, chaired by the Director of Risk and Strategic Projects, shall escalate any concerns to SMG and/or the Audit & Risk Committee via the Executive Director of Finance.

# Group remit

The Group shall:

* Provide horizon scanning of future risk and business opportunity
* Escalate as necessary any local specific risks that require to be presented to SMG
* Collaborate in the development and maintenance a single University wide risk register
* Review and report where risk is beyond University appetite as stated in the policy
* Ensure that the identification, assessment and monitoring of risk is robustly managed at a local level.  This will include maintaining local risk registers and submitting as part of a quarterly cycle
* Develop and maintain a single mitigation plan that can be interrogated at local and risk categorisation levels.  Extract data and present back to local College or University Services groups
* Support the preparation of quarterly risk reporting packs and present these to local leadership groups including SMG and CMGs.  This will include escalation of single or grouped risks.
* Champion and promote highly effective risk management practices ensuring that the risk management process and culture is embedded throughout the University
* Contribute to the ongoing development of the Risk Management Framework and act as the focus group for any proposed changes to the policy

# Group Membership

This is an executive chaired Group with the following membership:

* Director of Risk and Strategic Projects (Chair)
* Head of Finance (each College)
* Director of IT Services
* Deputy Director of People & OD
* Director of Programme Delivery (Transformation)
* Director of Business Support (External Relations)
* Head of Portfolio Management Office (Estates)
* Financial Controls, Compliance and Insurance Manager
* PMO Analyst (Estates)

# Substitutions and Quorum

Substitutions are not permitted and there is no minimum quorum required as no formal decision making takes place

# Group Member Responsibilities

Each Group member has a responsibility to:

* Provide scrutiny and challenge to all strategic documents, policies and papers
* Apply current thinking and subject matter expertise in relevant fields to risk topics
* Provide critical analysis on cross cutting themes to develop a unified set of mitigating action plans
* Foster a culture that promotes cooperation, compromise, collegiality and collective ownership of risk
* Activity and behaviour should embody the University’s values ([click here for details](https://www.gla.ac.uk/myglasgow/staff/values/))

# Conflict of Interest

RMG will follow the [UofG procedure for the management of any conflicts](https://www.gla.ac.uk/media/Media_176371_smxx.pdf). The procedure defines declaration of conflicts as a standard agenda item at the start of the meeting, the maintenance of a register of conflicts, and a process for managing all conflicts which are declared.

# Format and cadence

Meetings will be held quarterly

**INPUTS**

* University Strategy 2020-2025
* All thematic and enabling strategies with a focus on Learning and Teaching and Research Strategies
* College specific strategies and roadmaps
* School SPR risk analysis sections
* Audit and Risk Committee update
* Summary of changes made to action log and previous minutes
* Papers to be presented

**OUTPUTS**

* Action Log
* This meeting is not minuted