Briefing Note

Elected Member Briefing – *IJB Seminar – Introduction to Risk Management*

Elected Member Briefing Note Ref. No. 2026-49

About this Briefing Note
Briefing by: *Catherine Christie, Senior Risk Management Officer*
Date: 02/10/26
Subject: IJB Seminar – Introduction to Risk Management

Public ~~/ Exempt / Confidential~~
if exempt or confidential explain risks and consequences.

Purpose
The purpose of this briefing note is to provide an overview of the Risk Management training delivered to IJB Members following the identification of a need to strengthen Members understanding of risk management.

The training provided Members with a practical introduction to the principles of risk management and aimed to increase their understanding of their role in providing effective oversight, constructive challenge and assurance in relation to significant risks.

Background
Following an Audit of Risk Management Compliance and subsequent discussions with the Director of Community Health & Social Care, it was agreed that dedicated Risk Management training would be provided to IJB Members.

The training was delivered by the Council's Risk Management Team and provided a practical introduction to risk management from a Shetland Islands Council perspective. While recognising that IJB operates within its own governance arrangements, the session focused on the common principles of good risk management, including identifying and understanding risks, assessing their significance, maintaining appropriate controls, monitoring change and providing effective oversight and challenge.

The session was designed as an introduction rather than detailed technical training, with the aim of increasing Members awareness and confidence when

considering risk information and seeking assurance that significant risks are being appropriately managed.

Key points

The training covered the following key areas:

Risk Management principles: *Members were provided with an introduction to risk and risk management and how effective risk management supports the achievement of organisational objectives.*

Risk and decision-making: *The session highlighted the importance of embedding consideration of risk within normal business activity, including organisational change, service planning, policy decisions, projects and partnership working.*

Risk Management Policy and Strategy: *Members were provided with an overview of the Council's risk management framework and the arrangements for identifying, assessing, owning, controlling, escalating, monitoring and reporting risks.*

Risk Identification and Assessment: *The training explained how risks are assessed by considering their likelihood and potential impact, and how the Council's risk matrix is used to determine an overall risk score.*

Risk registers and escalation: *Members were provided with an overview of the purpose of risk registers and the principle that risks should be managed at the most appropriate level, with escalation where a risk cannot be effectively managed at source.*

Risk Appetite: *The session considered the amount and type of risk an organisation is prepared to accept in pursuit of its objectives, reinforcing that effective risk management is not about eliminating all risk.*

Governance and oversight: *The Council's Risk Board arrangements were used to demonstrate how significant risk are subject to senior-level oversight, scrutiny and challenge.*

Role of IJB Members: *Particular emphasis was placed on Members role in providing oversight and constructive challenge and seeking assurance that significant risks are understood, appropriately controlled and regularly reviewed.*

JCAD CORE: *The session included a practical demonstration of the Council's risk management system, showing Members how risks, scores, controls, actions, ownership and review information are recorded and monitored.*

Overview

The training provided IJB Members with a practical introduction to risk management and reinforced the importance of effective risk management in supporting good governance and informed decision-making. Particular emphasis was placed on the role of Members in proving oversight, constructive challenge and seeking assurance that significant risks are appropriately identified, managed and regularly reviewed.

Last modified on: *14 October 2026*

Contact Details:
Name - Catherine Christie – Senior Risk Management Officer
Phone - 01595744821
Email – catherine.christie@shetland.gov.uk

Please return this form to memberssupport@shetland.gov.uk to be logged and circulated to all Councillors.

END