

Risk Management Improvement Plan – Phase 2 Schedule

Key dates – 1 st April 2024 to to 31 st December 2025					Version 7.1 – 12 May 2025
Date	Activity	Description	Responsible Officer	Status	
June / July 2024	Establish SWISCo's service risk register	Carry out a risk identification workshop with SWISCo's management team to support the identification and creation of their service risk register.	Eve Bates & Melissa Nicholson	Complete	
August / September 2024	Service risk position	Review Service Risks – ensure every service have their current service (operational) risks on SPAR.net and these are being reviewed regularly. Provide an annual update to DOM on the Council's service risk position, highlighting risks with high scores and consider escalation onto the corporate register.	Eve Bates & Melissa Nicholson	Complete	
August / September 2024	SWISCo service risk forms	Support the Managing Director of SWISCo to review and finalise their service risk forms.	Eve Bates & Melissa Nicholson	Complete	
August / December 2024	TDA / TorVista risk transfer	Review the risk registers for TEDC and TorVista and track the deletion and transfer of risks (agree with DOM). Identify, set up and train staff on the Council's risk management framework and SPAR.net.	Eve Bates & Melissa Nicholson	Complete	
September 2024	Service Risk Position (scores 16 and above)	Review Service Risks – ensure every service have their current service (operational) risks on SPAR.net and these are being reviewed regularly. Provide an annual update to DOM on the Council's service risk position, highlighting risks with high scores and consider escalation onto the corporate register.	Eve Bates	Complete	
September / October 2024	Set up SWISCo's service risks and train officers on SPAR.net	Set up SWISCo's service risks on SPAR.net. Set up and train all new Risk Completion Officers on how to use and update their risks on SPAR.net.	Eve Bates & Melissa Nicholson	Complete	

September / December 2024	New risks identified for TDA service risks	Support managers in drafting/finalising their risk forms for each of the new corporate and service risks.	Eve Bates	Complete
September / December 2024	New risks identified for TDA service risks	Support managers in drafting/finalising their risk forms for each of the new corporate and service risks.	Eve Bates	Complete
September / December 2024	Establish risk registers for wholly owned companies: TorVista and CASE	Work with the Director of TDA to establish a risk register for TorVista that is set up and effectively reviewed and managed on SPAR.net. Consider if/what new PowerBI reports are needed.	Eve Bates	No longer required
October 2024	Convert risk guides into HTML format	Work with Web Team to create an accessible version of the risk guides to ensure all documents within the framework are accessible.	Melissa Nicholson	Complete
October 2024	Revise risk policy	Based on DAP's recommendations 1.4, 1.9, 2.7 consideration and decisions on approach need to be given and incorporated into the policy. To include: consistency on a balanced risk approach, target risk scores/risk appetite, target dates and updates on roles/responsibilities. Share revised policy for adoption with DOM and CAD. Share with Audit Committee for information at their next meeting.	Eve Bates & Kate Spencer	Complete
November 2024	Review of the Council's risk registers – escalation & de-escalation	Review of risks appearing on the risk registers - Prepare a report for DOM that focuses on reviewing if the right risks are appearing on the correct registers. This report focuses on escalating and de-escalating of risks as a one off piece. Escalating and de-escalating always takes place throughout the year.	Eve Bates	Complete
November 2024	Need to establish a process for contract risks to be incorporated and reported	New process included in revised Risk Management Policy. Discussion held with Ben Simpson to establish any training requirements and ensure the service is actioning which risks need to be on SPAR.net.	Eve Bates / Tracey Field	Complete
November / December 2024	Risk appetite workshop	Contact Tony Rose to discuss and agreed an approach to embedding risk appetite into our risk management. Request training/workshop session for DOM.	Kate Spencer & Eve Bates	Complete

November 2024 – January 2025	Consider the Council’s approach to fraud risks	New process agreed with Rachel Worsley and Power BI report created for Fraud Risk Register.	Eve Bates & Melissa Nicholson	Complete
December 2024	Wholly owned companies risk position report for DOM	Review Wholly Owned Companies Risk Registers – Prepare a report for DOM that focuses on the wholly owned companies risk registers, risk position and any notable actions that are needed.	Eve Bates	Complete
December 2024	Where to record target scores on SPAR.net	Liaise with Regional Risk Managers to understand where they hold and report their target risk score information.	Eve Bates	Complete
2024/2025	Review risk framework documentation with DOM	Review all risk documentation and advise Directors of any updates. (To include rename of DAP to Devon Assurance Partnership).	Eve Bates & Melissa Nicholson	Complete
January 2025	Annual Risk Management Plan	Create annual plan / checklist that captures current actions that support the delivery of the Council’s risk management function.	Eve Bates & Melissa Nicholson	Complete
December 2024 – January 2025	Risk appetite workshop – post session actions	Notes and actions shared with Directors and EB.	Kate Spencer	Complete
January – February 2025	Risk appetite workshop – post session actions	Action the identified changes needed to strategic and corporate risks	Eve Bates	Complete
January – April 2025	Risk appetite workshop – post session actions	DOM to finalise and agree appetite statements and set optimal and tolerable risks scores for all strategic and corporate risks.	Eve Bates	In Progress
January – April 2025	Risk appetite workshop – post session actions	Formulate and establish the process on how to embed statements into the governance decision making processes	Kate Spencer	In Progress
January – April 2025	Risk appetite workshop – post session actions	Risk appetite statements and processes finalised and agreed by Cabinet.	Kate Spencer	In Progress
March 2025	Risk appetite workshop – post session actions	Revise SPAR.net system so it can record category information (changes required to existing PowerBI reports which currently uses the field required which needs switching so reports pull using the Prefix field instead)	Eve Bates / Melissa Nicholson	Complete

March 2025	Risk appetite workshop – post session actions - Category Information	SPAR.net system category information added.	Melissa Nicholson	Complete
April 2025 onwards	Risk appetite workshop – post session actions	Revise Power BI reports and establish new categories report. Ensure reports include new columns to include optimal risk scores and tolerable scores.	Eve Bates & Melissa Nicholson	In Progress
April 2025 onwards	Set optimal risk scores and tolerances for all strategic and corporate risks. (These need to align with the appetite statements)	Directors to set target risk scores for all their strategic and corporate risks. These need recording on SPAR.net. Consider which PowerBI reports need amending to include this information.	Kate Spencer & Eve Bates	
April 2025 onwards	Record optimal risk scores for all strategic and corporate risks on SPAR.net	Update strategic and corporate risks on SPAR.net with these details.	Melissa Nicholson	
April 2025 onwards	Set optimal risk scores for all service risks	Create PowerPoint and train all managers on risk appetite and tolerance. Create training on risk appetite and tolerances and update SPAR.net accordingly. Set a deadline to have target risk scores input on SPAR.net.	Eve Bates & Melissa Nicholson	
January – March 2025	Consider the Council's approach to programmes & projects	New process included in revised Risk Management Policy.	Kate Spencer	In progress
April 2025	Consider the Council's approach to climate risks	Consider the Council's approach to climate risks and how these should be managed.	Eve Bates	Complete
October 2025 onwards	Opportunity risks	Consider the Council's approach to 'opportunity risks' and establish a process to be incorporated into our risk framework. (This needs to include a scoring process and where to hold these risks within SPAR.net). Agree the adoption of the new process with DOM. Share for information with Audit Committee.	Eve Bates	In Progress
December 2025	Risk appetite workshop – post session actions	Annual testing process and workshop content agreed.	Eve Bates	