

## Appendix C

### Risk Management Workplan - June 2023 to March 2024

<b>Strategic and service risks</b>				
<b>Action</b>	<b>Detail</b>	<b>Completion Date</b>	<b>Owner</b>	<b>Update</b>
Creation of the Strategic risks for Somerset Council	1. Review and revised the former SCC and district risk to bring forward a revised, draft list of Strategic risks	30/6/23	PP/AF	10/6 - Draft register in place
Confirmation of the Strategic risks for Somerset Council	1. Seek agreement to the Strategic risks for the Council through CLT and Audit Committee	30/6/23	PP/AF	CLT via email 15 June Audit Committee - 29 <sup>th</sup> June
Develop programme for ongoing monitoring and review of Strategic risks	1. CLT to determine how often they wish to monitor SR 2. Report to Audit Committee at least quarterly with update 3. Regular meetings with SWAP to identify any further potential SR through their Audits	31/7/2023	PP/AF	Via email 15 June  AC - 29 <sup>th</sup> June  Every 4-6 weeks
Creation of the Service Risk Registers for Somerset Council	1. Overview of current service risks for each directorate register for determination of relevance for the new Council	30/9/23	PP/AF	Working with Service Directors - initial meetings being held
Develop programme for	1. To advise that risks be part of the	30/9/2023	PP/AF	Attend SD meetings

ongoing monitoring and review of Service risks	<p>agenda on Service Directors management meetings</p> <p>2. Regular meetings with SWAP, identify further potential service risks or areas of concern through their Audits</p> <p>3. Improve monthly Directors Risk Awareness Report (RAR)</p>			<p>Monthly/quarterly meetings with individual Service Directors</p> <p>Every 4 -6 week</p> <p>3. to commence once service risks are agreed</p>
Develop an understanding of the major projects risks that the Council is facing and ensure that they are reflected in JCAD	<p>1. ASC transformation programme, Hinkley C, etc.</p> <p>2. Other projects to be identified, working with Benefits Realisation &amp; SWAP as needed</p>	31/12/23	PP/AF	<p>1. ASC – Anna Littlewood/Niki Shaw</p> <p>Hinkley C – Joanna Whitehead / Paul Hickson</p>
Determine the Risk Management system that Somerset Council will use moving forward	1. Identified the options available – in-house developed App, current commercial systems on the market - seek demonstrations.	30/9/23	PP/AF/CG	<p>1. JCAD Core upgrade to v5.1</p> <p>2. PROTECHT</p> <p>3. Pentena (currently legacy from SDC)</p> <p>4. SC inhouse app</p>
	2. Develop an approach to determine best system for Somerset Council including scoring matrix, assessment panel and route for agreement for a new system.	30/11/23		Scoring system Officer / member panel
	3. Outcome- determine what further work is needed – notice to JCAD Core, transfer of risks, rollout of the system	2024		

	and training			
Creation of risk appetite for Somerset Council	<ol style="list-style-type: none"> <li>1. Determine approach to be taken</li> <li>2. Work with Service Directors</li> <li>3. Draft appetite document</li> <li>4. Seek sign off – CLT</li> <li>5. Audit, Executive</li> </ol>	By 31/03/2024	PP/AF	
Update and revise Risk Management Framework	<ol style="list-style-type: none"> <li>1. Update Opportunity Framework as part of this (already written)</li> </ol>	31/3/2024	PP/AF	Opportunity framework already in draft format – needs review following Vesting day
Work with the service planning process to ensure risks is an integral part of service planning	<ol style="list-style-type: none"> <li>1. Ensure risks are part of the service planning process and that they reflect the current &amp; new risks in JCAD for the service</li> </ol>	31/12/23	PP/AF	Contact made with Nicola Miles to understand what is happening re service planning template
Develop an Assurance framework for risks	<ol style="list-style-type: none"> <li>1. Use work from August 2020 and update as required.</li> <li>2. Work with Service Directors</li> </ol>	31/3/2024	PP/AF	
Develop a dashboard for CLT reporting totality of risks of the Council	<ol style="list-style-type: none"> <li>1. Talk with Nicola Miles re: corporate dashboard will include – does it include risk?</li> <li>2. Attendance at the Performance, Budget &amp; Risk Board</li> </ol>	31/09/2023	PP/AF	Scope meeting 15 June
Develop links with Benefits realisation	<ol style="list-style-type: none"> <li>1. Links through JCAD</li> <li>2. Identify any risks through this</li> </ol>	31/3/24	PP/AF/NA	Meeting 23 <sup>rd</sup> June

<b>Fraud Risks</b>				
<b>Action</b>	<b>Detail</b>	<b>Date</b>	<b>Owner</b>	<b>Update</b>
Creation of a Fraud Risk Register for Somerset Council	<ol style="list-style-type: none"> <li>1. Taking into consideration the baseline assessments by SWAP of the former 5 Councils – come up with averages scores for common areas for fraud</li> <li>2. Develop a draft register</li> </ol>	30/6/23	PP/AF	Work has started and an assessment created to develop the average scores for common areas of fraud
Determination of how the register is taken forward	<ol style="list-style-type: none"> <li>1. Determine who will agree the register.</li> <li>2. Who will own the register &amp; maintain it?</li> <li>3. Creation of the register in JCAD</li> </ol>			
Determination of how this will be monitored moving forward	<ol style="list-style-type: none"> <li>1. Work with CG/KH to understand the approach Somerset Council will be taking to Fraud and from this where risk will sit and therefore be monitored</li> </ol>			Revised baseline assessment possibly Q1 23/24, more likely Q2 23/24