

Devon and Cornwall Police Authority Corporate Governance Committee  
23 November 2005  
Open for the purposes of FOI  
Report of the Chief Constable

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### Force Risk Management Panel Terms of Reference

**Recommendation:**

That the Committee considers and approves the attached terms of reference for the Force Risk Management Panel.

1. Attached to this report are draft terms of reference for the Force Risk Management Panel for Members' consideration and approval.

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**DEVON & CORNWALL CONSTABULARY****FORCE RISK MANAGEMENT PANEL****Terms of Reference****PURPOSE**

To receive risks from the Force Executive and the Force Risk Review Group; ensuring each is contained within the Corporate Risk Register and ownership allocated and to review the owner's action / non action in relation to the management of the identified risks, in line with the:

- Force Vision, Mission and Values,
- Force strategic priorities,
- Strategic Assessment and Control Strategy
- Force and Police Authority Joint Risk Management Policy

To ensure that the Force Executive is briefed in relation to strategic risks in line with the corporate risk appetite and tolerance levels identified within Force Policy.

**1. METHODOLOGY**

- 1.1 Review and endorse the Corporate Risk Register as moderated by the Risk Review Group.
- 1.2 To include and moderate risks identified by the Force Executive in the Corporate Risk Register.
- 1.3 In urgent cases where a serious risk threat is identified, the Force Principal Analyst will be notified. The risk will be evaluated and if sufficiently graded added to the Corporate Risk Register, in accordance with Force Policy.
- 1.4 To review the risks into the Corporate Risk Register on the basis of the organisational appetite for risk and the level of risk tolerance defined within Force Policy.
- 1.5 Allocate ownership for risks with a requirement for updates to be submitted within defined time-scales. Ensure owners are authorised to take the appropriate action / non action.

**2. RESPONSIBILITIES**

- 2.1 The Panel will be responsible for:
  - i) allocating ownership of identified risks contained within the Corporate Risk Register.
  - ii) authorising action / non action in respect of all risks identified within the Corporate Risk Register.

- iii) briefing the Force Executive in line with the corporate risk appetite and tolerance levels identified within Force Policy.
- iv) Monitoring the score and commissioning audit / inspection work in order to verify the mitigating action.

- 2.2 Ownership of each risk identified and included in the Corporate Risk Register remains with the nominated lead member of staff.
- 2.3 Members of the Panel attending as a representative of a Force Committee are responsible for communicating the executive decisions of the Panel to their respective Committees.

### 3. PANEL ADMINISTRATION

- 3.1 Commander, Strategic Development Department will chair the Panel in accordance with the terms and conditions set out in the Force Strategic Meetings Protocols.
- 3.2 The membership will consist of:
  - Commander, Strategic Development (Chair)
  - Force Principal Analyst                      Rep of Operational Commanders Committee
  - Force Business Change Manager                      Rep of HR & Training Committee
  - Force Performance Manager                      Rep of Equality and Diversity Committee
  - Head of FOET                      Rep of Info Man and Technology Committee
  - Force Risk Manager                      Rep of Ops Estate Strategy Committee(13 members)

Should a member not be able to attend, a suitable replacement should be identified to stand in.

- 3.3 The Panel will invite other members of staff to attend meetings as necessary to facilitate risk management.
- 3.4 The Panel will meet bi-monthly and precede the Business Change Panel meeting by at least 2 weeks.
- 3.5 Panel meetings will be administered by the Force Policy Admin Unit in accordance with the terms and conditions set out in the Force Meeting Protocols.

#### Working Groups reporting to this Panel :

Risk Review Group