

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Not appointing to Outside Body	Risk of not appointing to Outside Body	Threat	Records are not maintained, or nominations do not come forward	Councillors no longer aware of the needs/work of that body and the implications for the Council	Annual concern	Head of Law and Governance	2	2	2	2	2	2		Annual update of records and request feedback from Outside Body and Cllrs.	May 2017	On-going	95% complete for 2017	Rachel Drinkwater
Unnecessary appointment to Outside Body.	Risk of appointing to Outside Body when appointment is unnecessary	Threat	Overambition	Reputation of Council is threatened	Annual concern	Head of Law and Governance	2	2	2	2	2	2	Annual review exercise has been supplemented by detailed review in 2016; to be repeated in 2017.	Annual update of records and request feedback from Outside Body and Cllrs.	May 2017	On-going		Rachel Drinkwater
Role and responsibilities of appointees	Appointees do not understand their role or responsibilities on body.	Threat	Adequate guidance and support not given by Council officers or Outside Body	Appointees not able to fulfil their role on the body.	Annual concern	Head of Law and Governance	2	1	2	1	2	1	New guidance was issued to all appointees in 2016	Guidance note on the roles and responsibilities of members on Outside Bodies to be circulated to all representatives upon appointment	May 2017	On-going	95% complete for 2017	Rachel Drinkwater
Non-attendance of appointee.	Appointees do not attend Outside Body meetings.	Threat	Appointees not informed of meetings or unable to attend meetings.	Appointees not able to fulfil their role on the body. Reputation of Council is threatened	Annual concern	Head of Law and Governance	2	4	2	4	2	4		Encourage members and Outside Bodies to inform the Council if there are issues with attendance. Specific question to Outside Bodies and Cllrs as part of annual review.	May 2017	On-going	n/a	Rachel Drinkwater

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