

Appendix 3

CEB Report Risk Register

Risk Score Impact Score: 1=Insignificant; 2=Minor; 3=Moderate; 4= Major; 5=Catastrophic Probability Score: 1=Rare; 2=Unlikely; 3=Possible; 4=Likely; 5=Almost Certain

No.	Risk Description Link to Corporate Obj.	Gross Risk		Cause of Risk	Mitigation	Net Risk		Further Management of Risk: Transfer/Accept/Reduce/Avoid		Monitoring Effectiveness				Current Risk	
		I	P			I	P	Action:	Outcome Required:	Q	Q	Q	Q	I	P
1	Grant funding awarded is not spent on the activity or items it was awarded for. (Stronger & more Inclusive Communities)	2	1	Terms & conditions for grant awarded not clear.	Mitigating Control: Award letter & terms & conditions are clear and where necessary itemised. Monitoring forms Level of Effectiveness: Medium because information may not be returned	1	2	Action: Reduce Action Owner: Julia Tomkins Mitigating Control: Keep check list and close monitoring Report through Community & Partnership Scrutiny Control Owner: Julia Tomkins	Outcome Required: Clear and detailed terms and conditions signed by each organisation or group awarded a grant. All monitoring forms returned Milestone Date: on going	1	2	3	4		
2.	Risk to reputation (Stronger & more Inclusive Communities)	3	3	Declined applications unhappy with decision	Give clear reasoning as to why application was declined.	3	2	Action: Fair and transparent grants process evaluating each application against set criteria-Nov 2010 Recommendations circulated to Area Committees and S&PC – Jan/Feb 2011 Action Owner: Julia Tomkins Mitigating Control: Work closing with media & communications team.- Feb/Mar 2011 Control owner: Julia Tomkins	Lessen impact of risk to reputation.						