

Appendix 4- Risk Register for Appointment to Outside Bodies

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 Body	Risk of not appointing to Outside Body	Theat	Records are not maintained, or nominations not coming forward	Councillors no longer aware of the needs/ work of that body	26/2/2015	Head of Law and Governance	2	2	2	2	2	2		Annually update records and request feedback from OB and Cllrs.	May 2016	on-going		Sarah Claridge
Unnecessary appointment to Body.	Risk of appointing to Outside Body when appointment is unnecessary	Theat	Overambition	Reputation of Council is threatened	26/2/2015	Head of Law and Governance	2	2	2	2	2	2		Annually update records and request feedback from OB and Cllrs.	May 2016	on-going		Sarah Claridge
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.	26/2/2015	Head of Law and Governance	2	2	2	2	2	2		Guidance note on the roles and responsibilities of members on Outside Bodies to be circulated to all members upon appointment	May 2016	on-going		Sarah Claridge
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	26/2/2015	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.	May 2016	on-going		Sarah Claridge

This page is intentionally left blank