

APPENDIX 4

**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

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No.	Risk Description Link to Corporate Obj.	Gross Risk		Cause of Risk	Mitigation	Net Risk		Further Management of Risk: Transfer/Accept/Reduce/Avoid		Current Risk	
		I	P			I	P			I	P
1	Grant funding awarded is not spent on the activity or items it was awarded for. (Strong, Active 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	I	P
2.	Risk to reputation (Strong, Active Communities)	3	3	Declined applicants 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 2016  Action Owner: Julia Tomkins	Lessen impact of risk to reputation.		

								<p>Mitigating Control: Work closing with media &amp; communications team.- Feb/Mar 2017</p> <p>Control owner: Julia Tomkins</p>			
3.	Commissioned organisations unable to deliver service or project they have been funded to deliver	3	3	Loss of other funding to continue delivery	Maintain good working relationship and be aware of funding cuts within the relevant sectors	3	2	<p>Action: Reduce Provide support to source other funding</p> <p>Action owner Julia Tomkins &amp; other commissioning officers</p> <p>Mitigating Control Maintain good working relationship</p>	Continued delivery of services		