Column	Title	Description
A	Corporate Priority	Taken from the Corporate Plan e.g. safer, greener, cleaner.
B	Service Objectives	Taken from your Service Plan.
C	ID	this must be a unique id that stays with the risk even after archiving. Prefix with service initials e.g. CS for Customer Services, H for Housing.
D	Risk Category	i.e. financial, legal, HR etc.
E	Risk Owner	An individual (not group) responsible for the management and control of all aspects of the risk.
F	Risk Cause	Describe what will cause the risk to happen.
G	The Risk	Describe the risk itself.
H	Risk Impact	Describe what will happen if the risk occurs.
I - K	Inherent risk score	Assume no controls in place.
L	Mitigation actions and controls	Actions that can be taken to help reduce the risk.
M - O	Actual risk score	Current position.
P - R	Residual risk score	After mitigating actions and controls.
S	Action owner	The individual who is completing the action.
T	Action due date	Estimate when action will be completed.
U	Progress update and current estimated completion date.	Monthly update for the actions.
V	Date action completed.	

General Notes

Add new risks at the end of register and assign next numerical id. *This is important as this is how we identify if new risks have been added.*

Move closed risks to the archive tab. All archived risks must have a reason why they are no longer relevant.

<u>Important note</u> - any changes made to the register must be highlighted in blue.