

Draft Corporate Risk Register Template and worked example

To enable East Surrey Council (ESC) as a new authority to manage its corporate risks (the most significant risks to the organisation in the delivery of its Council Strategy and priorities), a corporate risk register template has been developed. This template captures the key information that ESC would need to effectively manage each corporate risk and provides a tool to enable ESC to create a populated corporate risk register. The worked example is for illustrative purposes only but gives an idea of how the populated template would look.

The Corporate Risk Register would be owned by the Chief Executive and monitored and managed together with their Senior Leadership Team. Arrangements will be confirmed as to which team within ESC would lead on the coordination of risk management arrangements on behalf of the Chief Executive.

Draft Corporate Risk Register Template:

[Risk ID]	[Risk Title]	[Current RAG status]
Description	[Cause: What circumstances have led to this risk being identified and requiring recording and actioning on the risk register? Event: What are the triggers that cause this risk to become an issue? Impact: What effect will this risk have if it crystallises? Consider impact on the community, the Council, staff Does this risk apply to the whole Council or a specific area (e.g. federated council area)?]	
Risk Owners	Portfolio Holder: [Which Executive Member is responsible for this risk area?]	
	Senior Responsible Officer: [Which senior officer has overall responsibility for this risk, its mitigations, actions, etc.?)]	
Mitigations and Controls	[What are the key mitigations/ controls?]	
Post-mitigation Score	[RAG and score]	Likelihood [score] Impact [score]

Worked example (for illustrative purposes only):

CR6	Health and Safety	AMBER
Description	East Surrey Council (ESC) needs to provide services in a safe manner that protects the health and safety not just of its employees but also members of the public, trainees, contractors, Members and those who undertake work on behalf of ESC. If we fail to have good Health and Safety arrangements in place, this could lead to loss of service and / or preventable accidents to and ill health of staff, contractors, public or others affected by our undertakings. This is of particular importance due to the nature some of the services we provide to the public and vulnerable people. This risk cuts across organisational and objective boundaries and applies across the whole of East Surrey Council.	
Risk Owners	Portfolio Holder: Councillor XXX	
	Senior Responsible Officer: Name TBC	
Mitigations and Controls	- Corporate Health and Safety Policy, arrangements and procedures in place and regularly reviewed / audited - Regular spot check reviews of health and safety arrangements by qualified staff - Regular meetings of Health and Safety Board, who escalate any concerns to XXX Board -Health and Safety Board briefed on upcoming and amended Health and Safety legislation - Health and Safety action plan in place - Employee induction includes focus on Health and Safety and all employees provided with Health and Safety Guidance - Training in place for new and existing employees with specialist training provided as required -Organisational stress risk assessment in place and reviewed annually - Health and Safety risk assessments in place for all service areas and regularly reviewed - Lone working procedure in place for all service areas with bespoke arrangements in relation to individual business areas - Effective management/inspection of property and land assets - Health and safety integrated into procurement processes and contract management processes - Arrangements with partner organisations/ below procurement threshold contracts to ensure appropriate Health and Safety requirements are in place	
Post-mitigation Score	AMBER (12)	Likelihood: 3 Impact: 4

