

Summary of Proposed Risk Register Structure

No	Risk Register – Service Area (Fed into Directorate Registers)	Risk Register Owner (to be confirmed)
1	Caretaking	Ian Perry
2a and 2b	Allocations* and Voids*	Bernadette Lawley “
3	Tenant and Leaseholder Involvement*	Kim McMullen
4	Rents*	Mark Lawson
5	Leaseholder Services*	Ben Chilvers
6	Tenancy and Estate Management Services*	Kim De-Vergori
7	Supported Housing*	Diane Burrup
8	Stock Investment & Asset Management*	Mark Johnson / AD
9	Contract Services	John Mckenzie-Smith / Simon Martin
10	Finance	Darren Phillips
11	ICT	Robert Allen
12	Governance	Allison Mapp
13	Human Resources	Mary Mayes
14	OD and Learning	Raj Patel
15	Health and Safety	Head of Health and Safety
16	Communications & Marketing	Martin Valentine
17	Business Improvement and Development	Janet Glass
18	Equality and Diversity*	Alayna May-Browne

* - denotes that the Risk Register is aligned with a SIP.

No	Risk Register – Directorate (Reported to Audit Committee)	Suggested Risk Register Responsible Officer
1	Corporate	Alison Mapp
2	Finance, ICT & Governance	Darren Phillips
3	Organisational Development	Head of Health and Safety
4	Strategy and Partnerships	Janet Glass
5	Property Services	Simon Martin
6	Housing Services	Sue Taylor

Risk Registers – Background and Compilation

The Service Area Risk Registers are designed to identify all the key risks across all the Company's activities.

The Service Areas identified have been aligned with key service lines within each Directorate and linked to the Company's SIPs where possible.

The production and ongoing maintenance of Service Area Risk Registers is fundamental to a complete and robust risk management process, providing a basis to ensure that:

- All risks are formally identified and documented across the Company's key service and support service lines;
- The process of collating risks is aligned with the production and ongoing maintenance of the Company's SIPs;
- Risks and mitigating actions and controls are identified and documented by the individuals with key management responsibilities within their service areas; and
- Key risks can be collated into a discrete number of Directorate Risk Register designed for the efficient and effective bi-annual review by the Audit Committee.

The Head of Company Finance Darren Phillips will provide ongoing support to all Service Area and Directorate Risk Register owners/officers to ensure that all registers are compiled in line with the requirements of the Risk Management Framework and within agreed timescales.

The following timetable outlining target dates for the completion of key Risk Management actions is proposed:

ACTION	2008 TARGET DATE
• Board approval of the Risk Management Framework and Corporate Risk Register (updated to reflect the risks associated with Company's Delivery Plan).	15 th May
• Completion of the Service Area Risk Registers.	16 th May
• Completion of the Directorate Risk Registers.	23 rd May
• Establishment and 1 st Meeting of the Risk Management Panel – including Terms of Reference.	31 st May
• Audit Committee review, consideration and approval of the 5 Directorate Risk Registers and the Corporate Risk Register (updated to reflect the key risks included in the Directorate Risk Registers).	10 th June
• Risk Management training is provided to Audit Committee Members.	10 th June
• Board approval of the final version of the Corporate Risk Register (updated to reflect the Audit Committee's consideration and review).	18 th September