

This log is used to record and track NIPEC Corporate Risks for 2017-2018.

Risks are things that may or may not happen in the future that could have an effect on the organisation's success. This log includes all risks identified, including those that have passed and are no longer a threat, those that have been prevented or mitigated, and those that have become closed. As this is a permanent record of NIPEC's risks, no risk information is deleted from this log:

1. BASIC RISK INFORMATION					2. RISK ASSESSMENT INFORMATION				3. RISK RESPONSE INFORMATION		
Risk Number	Risk Description / Risk Event Statement	Responsible	Date Reported day-month-year	Last Update day-month-year	Impact Description	Impact Score	Probability Score	Level of Risk	Completed Actions	Planned Future Actions	Risk Status Open / Closed
Provide a unique identifier for risk	A risk event statement states (i) what might happen in the future and (ii) its possible impact on the organisation.	Name or title of team member responsible for risk	Enter the date the risk was first reported	Enter the date the risk (not the entire log) was updated	List the specific impact the risk could have on the financial or organisational reputation.	Enter here the score according to impact definitions	Enter here the score according to likelihood definitions	Enter here the cum. score i.e. (L) Low; (M) Medium; (H) High or (E) Extreme.	List, by date, all actions taken to respond to the risk. This does not include assessing the risk	List, by date, what will be done in the future to respond to the risk	State if the risk is open (still might happen and still has to be managed); closed (has passed or has been successfully mitigated).
R1	NIPEC fails to achieve the required financial savings and efficiencies. This would result in the organisation being in breach of its Revenue Resource Limit (RRL)	CE and HCS	1-April 2017	July 2017	NIPEC would not meet the financial target of containing net expenditure within the DoH target set for an HSC organisation. This would impact on NIPEC's ability to show good public governance and would be recorded in the external Auditor's annual report which goes to the NI Audit office.	4	3	12 (H)	May 2017 – Draft Revenue Budgets drawn up which reflect an estimated percentage reduction in the 2017-18 RRL. Indicative RRL letter received on 4 July 2017 indicating a 2% reduction from the opening 2016-17 allocation.	RRL details waited from DoH. Monitored monthly at Business Team meetings and one to one meetings between CE and HCS. Quarterly monitoring at the Council and Audit & Risk Committee meetings. NIPEC has produced a 2017-18 financial savings plan which takes account of the 2% reduction.	Closed. Risk is currently being successfully managed.

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R2	Due to temporary reduction in staffing issues at SPO level – failure to commence on time work/project objectives within the 2017-18 Business Plan	CE	1 April 2017	February 2018	Unable to complete work within target deadlines. Reputational risk.	2	2	4 (L)	A substantial element of the work of the member of staff on a 'career break' has been relocated across the other senior professional officers. NIPEC has put in place a Associate officers list at SPO and Po levels from which work is allocated to assist with the NIPEC project work.	Situation monitored on an ongoing basis by the Business Team and Council updated at each meeting on NIPEC's activity against business plan objectives. Four SPO associates and two Professional Officers now on the NIPEC bank list. Now ten months into the financial year and performance has not shown any 'red' RAG areas	Open

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R3	Due to the NIPEC Council membership vacancies increasing this could have an impact on the Governance of the organisation	Chair of Council	1 April 2017	February 2018	Impact on quorum at meetings and therefore could raise issues on regard to organisational governance	2	2	4 (L)	DHSSPS, Public Appointments Unit to take forward the advertising and arrangements for the filling of the vacant positions. Target date is dependent on Public Appointments Unit and due to other public body vacancies currently in the system the likely timeframe for filling the NIPEC vacancies is most likely not within the next six months.	A summary sheet showing NIPEC's Council membership terms of office over the next two years was shared with Sponsor Branch and both the Audit & Risk committee and Council have provided with copies of this summary sheet. NIPEC has also raised the matter at Sponsor Branch meetings. (Last meeting 5 September with Sponsor Branch at Ground Clearing) The DoH in June 2017 extended the membership of 4 members whose term of office would have expired in June July 2017 and in October they extended the	Open

									<p>cover this matter and awareness training..</p>	<p>being developed.</p> <p>NIPEC has confirmed in October 2017 to the BSO that they are willing to buy into the enhanced BSO, HR service covering this additional area of expertise.</p> <p>In December 2017 NIPEC issued a 'Privacy Notice for Staff' to all staff updating them on their rights in regard to the control of their information. (A copy has been placed on the website)</p> <p>Also, NIPEC has reviewed and updated its Information asset spreadsheet.</p>	
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