

The Institute of Risk Management

Scottish Regional Group

Meeting: What should a risk register look like? BYORR – Bring Your Own Risk Register

Date: Friday, 8 December 2006

Venue: Scottish Water Solutions
Watermark, The Alba Centre, The Alba Campus
Livingstone EH54 7HH

Time: 1pm

Attending:

Graham Offord, Offrisk (Chair)	Graham Nicol, Tie Ltd
Laura Anne McMahon, MDDUS (Secretary)	Peter Mackie, NHS West Lothian
Karen-Jane Stewart, Scottish Water	Andrew Sheils, Huntswood Consulting
Madeline Hibberd, Scottish Water	Carol McGhee, NHS Lanarkshire
Isabel Stewart, Scottish Water	Judy Stein, NHS Forth Valley
Brian McGrath, Scottish Water	Sheila McColm, NHS Borders
Iain Jackson, Argyll & Bute Council	Sinead McNally, Lothian University Hosp Trust
Allister Maxwell, NHS Ayrshire & Arran	Gordon Allan, Scottish Prison Service
Kay Drummond, Strathclyde Police	

Apologies:

Sandi Cassidy, Mark White, Michelle Robb, Craig Hunter, Mark Warner, Colin Neil, Mairi Julier, Graham Hudson, Gordon Dakers, Lisa Conway, Darinka Asenova, Laura Langan, Graham Bourke, Wayne Gault, Mark Hamill, Charo Cervantes, Margaret Blair, Eileen Abbess, Ginette Evans, Gary Drennan, Chanel Rock, Jane Muirhead, Kate Robertson, Douglas Smith, Gerry O'Neill & Tracey Hutchison

Minute:

1. Welcome by Laura Anne McMahon and thanks to Karen-Jane Stewart & Madeline Hibberd from Scottish Water for arranging the venue and their kind hospitality and lovely lunch.
2. Introduction from Laura Anne regarding the topic for the meeting and then a brief introduction from everyone as once again there were several new people in attendance.
3. Laura Anne opened the discussion and the following points were discussed:

Purpose of register

- Catalogue main risks to the strategic objectives
- Reporting tool for the Board
- Working document which helps organisations document and manage the main risks

What should it look like

- Kay Drummond from Strathclyde Police brought along her Risk Register template and described to the group how her organisation used their Risk Register.
- Madeline Hibberd from Scottish Water provided everyone with a copy of their Risk Register template and explained how Scottish Water utilised their Risk Register
- Both of these risk registers were created using Microsoft Excel and the formats were very similar
- Graham Offord provided a demonstration on his Balanced RiskCard methodology.

Types of registers

- There were various types of registers discussed and the main types were:
 - Corporate
 - Programme
 - Operational
 - Strategic

Headings

- The main headings discussed were:
 - Reference Number
 - Index
 - Description
 - Owner
 - Trend
 - Previous Rank
 - New Rank
 - Revised Target Score
 - Controls
 - Action
 - Timescale
 - Additional Comments
 - Overall Control

Who can contribute to the register

- Anyone within the organisation can contribute to the register.
- Generally there is more than one register, usually registers at department level which feed in to a main corporate RR.

Risk Rating Process

- Risk were rated in terms of likelihood and consequences
- Generally people were using High, Medium & Low or 5 x 4 rating table
- Scottish Water shared their Corporate Risk Matrix with the group – and Madeline Hibberd talked through the rating process within Scottish Water.

Ownership

- Everyone agreed that ownership of risks was important as it ensured accountability.

Review Process

- General discussion around the importance of the RR as a working document and the importance of continually monitoring and reviewing the content

4. Discussion regarding a joint meeting with Scottish Regional Group of the Business Continuity Institute & Scottish Contingency Group on 19 January 2007 at Aegon, Edinburgh Park. The content of the programme has still to be confirmed but if anyone is interested then they should contact Graham Offord at geo@offrisk.com for further details.

5. Date of next meetings:

Date	Topic	Time	Venue	Host
Friday, 23 February 2007	Identity Fraud	1300	Crosshouse Hospital, Kilmarnock	Allister Maxwell, NHS Ayrshire & Arran
Friday, 18 May	? New Business Continuity	1300	Strathclyde Police Training &	Kay

2007	Standard		Recruitment Centre East Kilbride	Drummond, Strathclyde Police
Friday, 31 August 2007	? Partnership Risks ? Liability / Duty of Care	1300	?	? Gordon Allan, Scottish Prison Service
Friday, 30 November 2007	? Strategic Risks – Competitor (external)	1300	Scottish Water, Dunfermline	Brian McGrath, Scottish Water

6. We also discussed reintroducing the ten minute presentation from each group member covering who you are, where you work and what you do? For the next meeting in February Allister Maxwell from NHS Ayrshire & Arran and Madeline Hibberd from Scottish Water will present.