
From: Callard Richard (ShEx)/[O=BIS PRODUCTION/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=EF0FA57983304064B518D3B87774A899-RCALLARD]
Sent: Mon 22/09/2014 8:46:54 AM (UTC)
To: Baugh James (ShEx) **GRO**
Subject: FW: Official Sensitive: Commissioning Request: Risk Registers by close of play on Friday 3 October - POL
Attachment: POL_Risk Register_Aug14.xls

Is it time to do a full RR session?

From: Lee Emma (BIS)
Sent: 22 September 2014 09:20
To: Baugh James (ShEx)
Cc: Callard Richard (ShEx)
Subject: Official Sensitive: Commissioning Request: Risk Registers by close of play on Friday 3 October - POL
Importance: High

Dear James

We are now commissioning updated registers from all teams for September. I have attached your latest risk register for you to update.

Please forward me the updated file by close of play on Friday 3 October. If this is not possible, or if you have questions, please contact me.

It is important to note that when updating your register **ALL** sections should be filled in. In particular, please note the following:

- Complete the "Overall RAG Rating" rating (e.g. the drop down menu in cell D9) **AND** the "Overall RAG Rating" description; (e.g. qualitative description of 50-100 words)
- Place **BOTH** the risk and mitigated "bubbles" on the heat map for your selected risks;
- Rate **ALL** risks and mitigating actions, in respect of **BOTH** probability and impact; and
- Please also move the old rating values to the "Prev" column and input the new rating values to the "curr" column. This allows the risk team to monitor month on month changes.
- Under each risk for "[date of entry]" (i.e. the third row under the summary column for all risks) please input the DATE THE RISK WAS INPUTTED NOT THE DATE THE RISK WAS AMENDED. This allows the risk team to monitor the ageing of various tasks.
- In the reputational risk cell please include a comment on possible political risk/exposure, including whether this is on a decreasing/increasing profile as 2014 progresses.

If you need support in relation to any of the points above, again please contact me.

Many thanks in advance,

Emma

Emma Lee | Corporate Services | Shareholder Executive

Department for Business, Innovation and Skills, 1 Victoria Street, London SW1H 0ET

GRO

GRO

www.gov.uk/government/organisations/the-shareholder-executive

