**Appendix D**

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| Description: C:\Users\lorrhour\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\FU2TPUMV\high_life_black (3).jpg | **Risk Management Guidance**  ***(including business cases and project planning)***  **V9 August 2022**  **(Policy approved and reviewed by HLH Board -latest review 10/12/20; 10/12/21;14 Dec 22)**  **Review Date – Dec 2024** |

High Life Highland (HLH) has a policy and strategy to reduce harm and loss through risk management. This guidance details how these are implemented.

A risk register is maintained with the following information:

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| **Risk Number** | Each risk is allocated its own unique number. |
| **Risk Rating** | Each risk is scored on a scale of the likelihood of it happening, 1 (A)= Very High, 2 (B) = High, 3 (C) = Significant, 4 (D) = Low and 5 € = Very Low. On the impact, if it were to happen, 1 = Critical, 2 = Major Impact, 3 = Minor Impact and 4 = Marginal Impact. (For example a risk might be scored 2(B):2 which would be a high chance of it happening and have a major impact if it did, or 4(D):1, low chance of it happening with a critical impact). |
| **Above the line** | The scoring matrix has a line above which risks require a risk management plan to address how to manage and mitigate the risk, whilst risks “below the line” are those to be aware of. |
| **Progress Status R/A/G** | The risk register automatically rates the risk red, amber or green depending on the above scoring i.e. is it fully in place, partially or does the risk remain largely unaddressed. |
| **Risk Description/ Short Name** | What is the thing that may happen? |
| **Vulnerability** | How might it manifest itself in HLH? |
| **Trigger** | What might cause it to happen? |
| **Consequences** | What would happen if it did occur? |
| **Owner** | Who is ultimately responsible for addressing the risk, e.g. HLH Board, SMT etc? |
| **Lead officer** | Nominated person to be in charge of managing the risk |

The Head of Investment and Programme Management is responsible for maintaining the Risk Register. The Risk Register is reviewed Annually by the HLH Board, Quarterly by the Finance and Audit Committee and Monthly by Senior Management Team.

**How do items get onto the Risk Register?**

* issues are discussed at the Weekly Business meeting (WBM) and decisions taken whether to add them to the risk register;
* when business cases or projects are discussed at the Corporate Programme Board meetings, WBM or SMT, a decision is taken whether to add them to the risk register;
* items are added through decisions at monthly SMT meetings and the quarterly extended management team meetings; and
* items are added by the Finance and Audit Committee and by the Board.