



To: Trevor Cooper
Wendy Johnston
Jackie Kerr
John Mills
Diarmuid McLean
Mike Thompson
Shane Murphy
Paul Brush

cc Eugene Rooney
Chris Stewart
Paul Dolaghan
David Leonard
Cheryl Snoddy
Damien Ryan
Bernard McCaughan
Marese McCormick
David Francey
Rachel Linton
Rosemary Morrison
Mignonne Smith

Date: 25 March 2015

From: Terry Coyne

CORPORATE RISK REGISTER

1. The Departmental Board reviewed the Corporate Risk Register at its meeting on 24 March 2015.
2. The next meeting of the Departmental Board is scheduled for 21 April 2015. I attach the Corporate Risk Register, which was agreed at the 24 March meeting, and would ask SMT members to consider, in advance of the next Departmental Board meeting, if there are any:
 - a. Risks that have not been previously identified at Corporate or Divisional level that should be included in the Corporate Risk Register;
 - b. Divisional risks that should be escalated to the Corporate Risk Register;
 - c. Revisions to actions that they are currently taking or plan to take in relation to risks currently in the Corporate Risk Register, to reflect, for example, actions completed; and
 - d. Additional actions they are currently taking or plan to take in relation to risks currently in the Corporate Risk Register (target dates should be included – see paragraph 4 below).

3. I would ask Heads of Division and Heads of Unit to pay particular attention to the Controls in Place and Actions Planned Columns to ensure that as actions planned to strengthen internal controls are completed they are moved to the Controls in Place column. The Controls in Place column should also be critically examined to ensure that the controls listed are relevant and up to date.
4. If any of the matters referred to at paragraph 2 are identified, they should be notified in writing to me by **Wednesday, 8 April 2015**. A risk template should be completed for each new risk identified (see 2a above). An extract from the Divisional Risk Register should be provided for escalated Divisional Risks (see 2b above), and tracked changes should be made to the Corporate Risk Register to reflect additional actions (see 2c and d) above).
5. The Departmental Board has specifically asked for target dates for the completion of additional actions to be included on the Corporate Risk Register and on Divisional Risk Registers. Heads of Division/Unit to whom additional actions fall should ensure that dates are inserted with changes being tracked. Revised dates should be inserted where there has been slippage.

Terry Coyne

TERRY COYNE