**Cornerstone Care Solutions Ltd**

**Risk Management Meeting**

**Meeting Details**

|  |  |
| --- | --- |
| Date |  |
| Time |  |
| Location |  |
| Prepared By |  |

**Attendees**

|  |  |  |
| --- | --- | --- |
| Name | Department | Attendance (Present/Apologies) |
|  |  |  |
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**Discussion Topics**

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| --- | --- |
| **Risk Identification:**  Review of recent incidents or emerging risks.  Brainstorming session to identify potential risks to the organisation.  *Use risk categories from Risk Framework* |  |
| **Risk Assessment:**  Evaluation of identified risks based on likelihood and impact.  Prioritisation of risks for further analysis.  *Use risk matrix from framework* |  |
| **Risk Mitigation Strategies:**  Discuss measures to reduce or eliminate the identified risks.  Assigning responsibilities and timescales for implementing mitigating action  *Use Risk Register to document* |  |

**Risk Checklist**

* Complete Risk Register **Yes/No**
* Assign all actions **Yes/No**
* Agree Resources Required to Mitigate **Yes/No**

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| --- | --- | --- | --- |
| Name | Agree with Risk Register (Yes/No) | Sign | Date |
|  |  |  |  |
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