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Reporting Template

Date of report:

Completed by:

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| **Executive Summary** |
| Include the high level / headline news. Consider if the Board or Executive were unable to read the entire document – what would be the most important items to be aware of? |

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| **Highlights of completed tasks this quarter / month** |
| Itemise here any completed workshops / risk reviews / documentation updates that have been completed in the time since the last report. This is an opportunity to inform of successes.  |

**Quarter / Month in Review**

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| **New risks** |
| High level explanation of new risks identified – which business area identified the risk and how is it being managed. |

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| **Changes to Risks** |
| Document any changes to risk ratings, wording of risks, risk owners. Did any risks materialise |

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| **Changes to controls** |
| Have there been any control failures? Are there any new controls? |

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| **Treatments** |
| Provide a summary to the progress of treatments – any delays  |

**Quarter / Month to come**

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| **Treatments due**  |
| Provide a summary to treatments that will be due in the next reporting period  |

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| **Engagements planned**  |
| Provide a summary of any risk workshops, due dates across the risk calendar |

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| **Concerns** |
| Provide a summary of any concerns – this may be due dates, resourcing, budget, changes to risk likelihood/consequences |