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| - Risk - Safeguard Risk Management Action REMINDER The reminder is telling you that the reminder is about the ACTION detailed below  Please review the action detailed below.  Risk Details  The number of the risk that the reminder is about   |  |  | | --- | --- | | Risk Number: | **553** | | Version: | **5** | | Date: | **01/05/2011** | | Details: | **Inadequate assurance framework and risk registers and lack of resources to support (Annual Plan 2013/14 risk)** | | Site: | **Great Western Hospital**  Description of the risk that the Risk Register sent the reminder about | | Department: | **Corporate Governance** | | Directorate: | **Corporate** | | Specialty: |  | | Division: | **Corporate** | | Severity: | **3 - Moderate** | | Likelihood: | **2 - Unlikely** | | Risk Rating: | **Moderate Risk (Yellow)**  The person that added the risk to the Risk Register | | Status: | **1. Action Required** | | Risk Handler: | **Carole Nicholl** | | Risk Owner: | **Carole Nicholl**  The person that is managing the risk overall |   Action Details  The number of the action within the risk. Each action is allocated a number starting from 1.   |  |  | | --- | --- | | Action No: | **19** | | Action Type: |  | | Issues Addressed: |  | | Action Description: | **Further to action on same subject closed 24.12.13 continuation of Directorate risk register refresher training sessions** | | Action Progress: | **Refresher training sessions continuing for Directorates in 2014, at today’s date (27.01.14) the last session is booked for May. Action should then be completed by target date as planned  Date Entered : 27/01/2014 16:34 Entered By : Hayley Aplin**  The owner (action lead) of the action that the message is about (in this case it is about action 19- see above) that I am the lead for | | Owner: | **Hayley Aplin** | | Responsibility Of: | **Carole Nicholl** | | Target Date: | **31/03/2014**  The person accountable for the action | | Priority: | **Medium** | |

This is the crux of the whole auto message from the Risk Register. The message was generated to the **Action Lead (owner)** because the **Target Date** in the Risk Register for Action 19 to be completed is 31.03.2014.

It is simply to remind the Action Lead that they have an Action that is due. Most of the information within the message can be ignored.

I (the action lead/owner) set up a reminder for the 28/02/2014 to remind me that I need to have the Action complete by 31.03.2014.

This message from the Risk Register is a result of that Reminder Date.

