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Glasgow City Council – Internal Audit

Risk Acceptance Proforma

This proforma should be completed, in exceptional circumstances, by Services/ALEO management if they decide to accept a risk highlighted by Audit. This includes cases where, following initial agreement to implement an agreed management action, management subsequently decide to risk accept either the full or partial risks associated with a recommendation.

1. Audit Details

Audit Reference Number	Audit Title	Service

- Prepared By: (Name & Designation)
- Reviewed By: (Name & Designation)
- Approved By: (Name & Designation)
- Date: (DD/MM/YYYY)

2. Risk Details

Recommendation (where applicable)	Risk (brief summary of risk, including if full or partial)	Risk Category (e.g., Operational, Financial, IT Security, Compliance, Strategic)	Description of Risk (Provide a clear explanation of the identified risk, including how it was identified)	Priority (High, Medium or Low) (where linked to a recommendation)

3. Justification for Risk Acceptance

Please provide full reasons to explain why you are accepting the risk. This should include the following:

- Why the risk cannot be mitigated, transferred, or avoided
- Business impact if risk is not accepted
- Alternatives Considered – note any other mitigation actions considered and why they were not feasible.

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4. Risk Owner & Responsibilities

<ul style="list-style-type: none">• Risk Owner: (Name & Designation of the person responsible for managing this risk)• Risk Register reference number
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5. Internal Audit Acknowledgement

Acknowledged by	
Name:	Date:
Title (Grade 9 and above):	