**NSAB Risk and Issue Submission Form**

This form is to be completed by Norfolk Safeguarding Adults Board members, to raise a risk or issue that could undermine the objectives of the partnership.

Risk is: *'An uncertain event or set of events that, should it occur, will have an effect on the achievement of the objectives. A risk is measured by a combination of the probability of the perceived threat or opportunity occurring, and the magnitude of its impact on objectives.*

An issue is: '*A relevant event that has already happened and has impacted on or is currently impacting upon the boards objectives and requires management action.'*

Please complete the sections below as fully as possible and expand boxes where necessary. (A reminder of the levels of likelihood and impact are below).

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| Please identify what the risk or issue is: |
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| What is the impact of the risk or issue on multi-agency safeguarding? |
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| What is the likelihood of the risk occurring? |
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| Current factors increasing the risk: |
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| Current mitigating factors: |
|  |
| What actions need to be taken to decrease the risk? |
|  |
| How will these actions improve outcomes for adults at risk? |
|  |

Please submit the form to [NSAB@Norfolk.gov.uk](mailto:NSAB@Norfolk.gov.uk) 12 days prior to the relevant NSAB board and it will be added to the agenda of the next calendar meeting for discussion. Please also attach any supporting documents.

If you consider that the identified risk or issue cannot wait until the next board meeting, please highlight this within your email.