

**REPORT OF BUSINESS & PERFORMANCE MANAGER**

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**SUBJECT: RISK REGISTER**

Purpose of Report

To ask Members to consider the latest risk register

The following risk register has been reviewed by both the Management and Leadership Teams and recent progress and changes noted. No new risks have been added and none removed.

One risk – Impact of Welsh Language Standards, has been reduced from medium (amber) to low (green). Since the last report three risks have increased slightly, indicated by the up arrow, and three have reduced slightly (the down arrow) but not sufficiently to change the coloured risk level.

Recommendation

**Members are asked to consider and comment on the risk register.**

Background Documents

None

*(For further information, please contact Alan Hare)*

*Author: Alan Hare*

PCNPA - AUTHORITY RISK REGISTER - March 2016

	RISK	Likelihood	Impact	Current Risk Level	Target Risk	Trend this qtr	Type	Mitigation	Control/ monitoring	Progress Update
1	Risk of significant reduction of funding from WG, other public sector funders, or grant schemes	Probable (3)	Severe (3)	High (9)	Med (4)	↑	Strategic	Planned cost reduction, budget planning, increase local income and other external funding	Budget management & project financial planning	6% reduction indicated. Additional capital recently provided by WG. Difficult to plan for medium term.
2	Risk of failing to comply with new legislation - Future Generations Act Planning Act Environment Act etc	Unlikely (1)	Moderate (2)	Low (2)	Low (2)	↕	Strategic	Monitor legislation Liaise with WLGA, WAO, other NPAs, etc	Involved as Early Adopter, monitor progress of other authorities	Corporate Plan drafted to fit with Future Generations Well-being Goals.
3	Risk of failing to comply with current legislation	Unlikely (1)	Moderate (2)	Low (2)	Low (2)	↕	Strategic	Policies in place, assessment by WAO, reporting to review committees	Performance reports to Members, monitoring legislation	Annual Improvement Report from WAO indicates only one proposal for further improvement
4	Failure to comply with new Welsh Language Standards	Unlikely (1)	Moderate (2)	Low (2)	Low (2)	↓	Strategic	Compliance notice sets out standards	Language working group progress reports to CMT	Most new standards can be implemented with staff training and procedural changes
5	Risk of Review of Designated Landscape recommendations impacting on service delivery	Possible (2)	Moderate (2)	Med (4)	Low (2)	↕	Strategic/operational	To be determined	To be determined	Senior staff working with Designated Landscapes Working Party

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6	Failure to meet diversity requirements in Authority Membership	Possible (2)	Moderate (2)	Med (4)	Low (2)	↔	Strategic	Introduce mentoring for potential members	Report to WG	3 mentees have commenced training
7	Risk of failing to meet WG policy requirements	Unlikely (1)	Moderate (2)	Low (2)	Low (2)	↔	Strategic	Regular liaison with WG, WLGA and NPW	Monitor policy changes	No recent changes
8	Risk of failing to maintain high levels of governance	Unlikely (1)	Moderate (2)	Low (2)	Low (2)	↑	Strategic	Member & officer training, Members' Charter, register of interests	No negative audit reports from WAO & internal audit or ombudsman investigations	Members' development strategy approved by NPA. Few Members' self assessments completed.
9	Risk of NPA activities having a negative impact on socio-economic well-being of the area	Unlikely (1)	Moderate (2)	Low (2)	Low (2)	↔	Strategic	Consultation & liaison on LDP review and other new policies	Membership of PSB, liaison with Pembs Tourism and other groups	Action plan approved.
10	Risk of poor partner relationships affecting joint working	Unlikely (1)	Moderate (2)	Low (2)	Low (2)	↔	Strategic	Many examples of joint/shared working in place. Discussions with PCC, NRW and other NPAs to review opportunities	Reporting to NPA and Minister	Greater involvement with PSB on Future Generations and other matters.
11	Risk of long term impact from climate change	Possible (2)	Moderate (2)	Med (4)	Med (4)	↔	Strategic	Build mitigation into NPMP and other policies	Monitor impact	No recent changes

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12	Risk of disease or invasive species damaging biodiversity	Possible (2)	Moderate (2)	Med (4)	Med (4)	↔	Strategic	NPA has limited impact/control outside own property	Monitor	INNS project underway in Gwaun Valley involving local community volunteers.
13	Risk of significant damage due to bad weather	Possible (2)	Moderate (2)	Med (4)	Med (4)	↔	Financial	Maintain properties and sites in good condition to minimise potential damage. Business continuity plans to consider implications. Budget reserves and insurance in place.	Monitor and review properties etc.	No recent changes
14	Risk of flawed decision on planning matters	Possible (2)	Moderate (2)	Med (4)	Low (2)	↔	Reputation	Codes of practice & protocols. Members Charter. Member & staff training, cooling-off period.	No. of approvals outside policy and decisions against recommendation	Risk of a judicial review remains on one application.
15	Risk of failure to allocate all SDF grants	Unlikely (1)	Minor (1)	Low (1)	Low (1)	↓	Operational	Publicity, funding surgeries etc as required	Monitor funding and claims	Funding for 2015/16 fully committed in January SDF Committee
16	Risk of lack of staff capacity/skills for key work	Possible (2)	Moderate (2)	Med (4)	Med (4)	↑	Operation	Training programme planned around skills needed. Buy in expertise as required.	Project planning and reviews to identify potential/actual problems	Voluntary retirements of long serving staff may reduce corporate knowledge.

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17	Risk of major incident affecting or involving NPA staff and resources	Unlikely (1)	Moderate (2)	Low (2)	Low (2)	↕	Strategic	Monitor special events. Response plan in place. In contact with other agencies	Monitoring	Contingency plans being prepared for key activities
18	Risk of causing significant environmental damage due to actions by NPA staff or on NPA property	Unlikely (1)	Moderate (2)	Low (2)	Low (2)	↕	Reputation	Risk assessments for operation and location in place, staff training.	Incident reporting & monitoring by H&S group and CMT.	IOSH training course completed.
19	Risk of loss of major NPA operational building due to fire or other damage	Unlikely (1)	Severe (3)	Med (3)	Med (3)	↕	Operation	All buildings well maintained. Security & fire alarm systems in place. Insurance to cover some costs	Annual inspections	Business continuity plans to be completed
20	Risk of major IT failure or virus attack etc	Possible (2)	Severe (3)	High (6)	High (6)	↕	Operation	Daily backup of data. Backup email server in place. Disaster recovery facilities in place on second site. Security updates installed as soon as available.	Monitor back up procedures and security logs.	No security incidents detected. Continuing to test disaster recovery plans
21	Risk of failure of phone system	Unlikely (1)	Severe (3)	Med (3)	Med (3)	↕	Operational	Maintenance contract in place	Monitor performance	Continue with maintenance contract. Reviewing replacement systems and costs.

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22	Risk of loss of key legal documents	Unlikely (1)	Moderate (2)	Low (2)	Low (2)	↕	Financial	Key documents in fire safe, copies made, many also electronic copies.	Staff trainin and awareness.	No recent changes
23	Risk of inaccurate GIS and other data for decision making	Possible (2)	Moderate (2)	Med (4)	Low (2)	↓	Operational	Upgrading to QGIS system to give improved controls and easier to use.	Review data standards	Gradual change over to QGIS system proposed to start in April/May.
24	Risk of failing to deliver approved LDP	Possible (2)	Moderate (2)	Med (4)	Low (2)	↕	Financial	Guidance from WG sets out process.	LDP working party	Delivery agreement being prepared including risks specific to delivery including resources, changes in legislation etc. Review work underway to prepare initial reports for LDP working party
25	Risk of failure to maintain performance of DM service	Possible (2)	Moderate (2)	Med (4)	Low (2)	↕	Operational	New systems and procedures in place, staff training. Outsourcing used for peak workloads	Monitor & report performance	Performance 2014/15 in top 3 or 4 of WG league, but have slipped to mid table, however last quarter improved and met annual target of 75% within 8 weeks. Continue monitoring

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26	Failure to meet affordable housing targets	Probable (3)	Moderate (2)	High (6)	Low (2)	↔	Strategic	Affordable housing policies to be amended in LDP review	Monitoring	Continue monitoring - number of applications approved and refused.
27	Risk of failure to improve web access and document management for DM service	Possible (2)	Moderate (2)	Med (4)	Low (0)	↔	Operational	Difficult to implement with present planning system configuration.	Report to CMT	Investigating solution with PCC and alternative systems.
28	Risk of failure to manage conservation sites to achieve service standard	Unlikely (1)	Minor (1)	Low (1)	Low (1)	↔	Operational	Sites monitored annually, management plans reviewed	Regular monitoring	Conservation report presented to OR Committee.
29	Risk of failure to meet service standard for RoWs	Unlikely (1)	Minor (1)	Low (1)	Low (1)	↔	Operational	Annual condition inspection of length Coast Path & routine inspections of inland paths. Insurance.	Monitor condition	Possible capital grant available for 2016/7.
30	Risk of failing to meet Carew Castle long term lease obligations and maintenance especially on causeway and castle stonework	Possible (2)	Moderate (2)	Med (4)	Low (1)	↔	Financial	Regular inspections and maintenance actions. 60+ years remain on lease.	Annual work programme. Emergency works completed quickly	5 year management plan being prepared for submission to Cadw

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31	Incident due to failure to adequately maintain and repair paths, sites and properties	Unlikely (1)	Moderate (2)	Low (2)	Low (2)	↕	Financial	Annual inspections of buildings & sites. Routine maintenance. Reports from staff, coast guard and public. Insurance	Implementation of annual work programme Emergency works completed quickly, Incidents reported to H&S group. Property Group	Annual inspection completed
32	Incident due to falling trees or branches in our property	Unlikely (1)	Moderate (2)	Low (2)	Low (2)	↕	Financial	Woodland Strategy. Annual inspection of all woodland sites. Additional inspection following dangerous weather conditions. £25m public liability insurance	Implementation of annual work programme. Site assessment reports	Site inspections carried out following recent high winds.
33	Incident due to driver error/vehicle fault	Unlikely (1)	Moderate (2)	Low (2)	Low (2)	↕	Financial	All vehicles maintained to manufacturers recommendations. Vehicles checked for roadworthiness. Driver licence and vehicle documentation checked. Staff driving assessed. Staff training	Regular vehicle checks. Annual check of drivers' licences. Accidents involving Authority vehicles reported to H&S group.	Monitoring vehicle damage following a slight increase. Reviewing how to check driving licences now that paper no longer available.



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34	Incident caused by or to staff or volunteers	Unlikely (1)	Moderate (2)	Low (2)	Low (2)	↕	Financial	Risk assessment for operation and location. Staff training. £25m public liability insurance. Adequate briefing for each volunteer event	Review of risk assessments. Review of staff training requirements. Incidents reported.	No recent changes
35	Incident to school children/vulnerable persons while involved in NPA provided activity, work experience etc.	Unlikely (1)	Moderate (2)	Low (2)	Low (2)	↕	Financial	Risk assessment for operation and location. DBS Checks. Child protection policy. Staff training. £25m public liability insurance	Review of risk assessments. Incidents reported.	No recent changes
36	Incident caused by faulty merchandise, food etc provided by NPA	Unlikely (1)	Moderate (2)	Low (2)	Low (2)	↕	Financial	Reliable supply sources. Merchandise group monitors products. £25m public liability insurance	Incidents reported	No recent changes
37	Incident caused by livestock managed by NPA	Possible (2)	Moderate (2)	Med (4)	Med (4)	↕	Financial	Risk assessment for operation and location, Staff training, £25m public liability insurance	Incidents reported to H&S officer	No recent changes