

Corporate Risk Register

KEY:

[] =Inherent Risk (Risk before any action is taken)

X =Residual Risk (Risk after mitigations put in place)

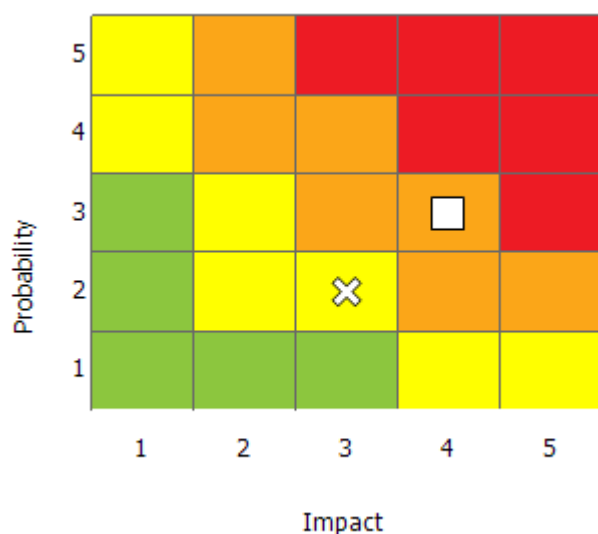
1. Accident or incident involving staff, volunteers, visitors, members or the public resulting in serious injury or death at an SDNPA facility or event. Breach of statutory duties, litigation and cost against the authority.

Owner: Vicky Paterson

Mitigations: 1. Services of external Health and Safety consultant retained. 2. H&S strategy and responsibilities agreed 3. Health and Safety elements included in induction programme for staff and volunteers 4. H&S committee and regular accident reporting 5. Health and Safety policy in place 6. All area offices regularly audited by the consultant. 7. Annual report to Governance Committee with recommendations 8. Members and SMT trained and briefed on H&S responsibilities 9. All risk assessments reviewed and updated

Actions:

Updates: None



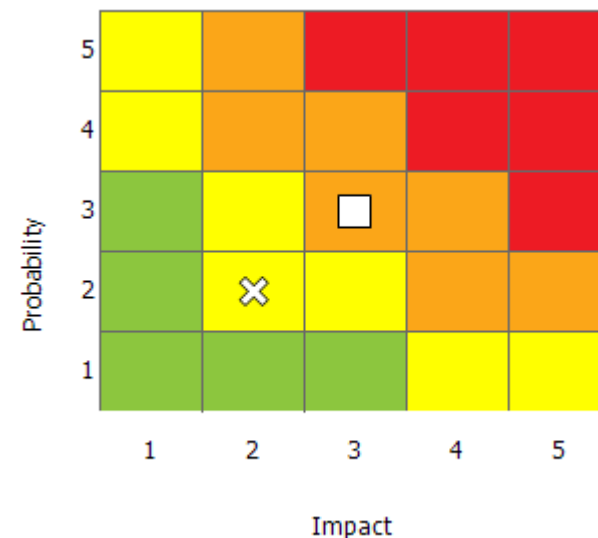
4. Defra grant for 2015/16 is reduced by Defra during the financial year resulting in overspend on 2015/16 budget. Compensating savings would need to be found

Owner: Trevor Beattie

Mitigations: Close monitoring and forecasting of all budgets will assist in identifying such items and compensating savings

Actions: None

Updates: The impact of this risk is greater the later the need for savings is identified.



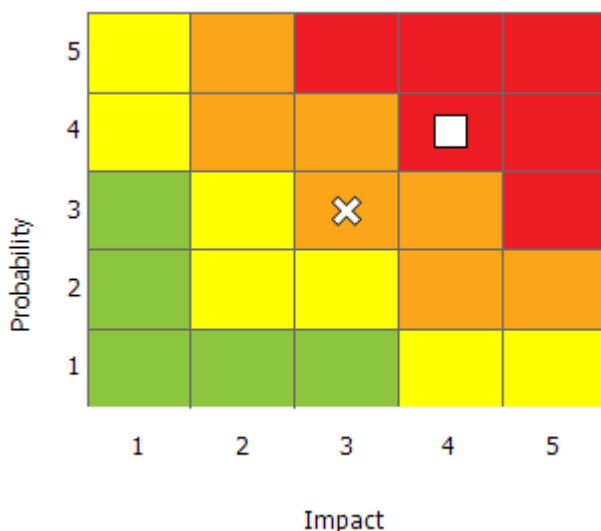
2. Budgets insufficient and failure to match resources and workloads across the organisation; Mgt plan suffers and SDNPA lacks capacity to support other work. Resources not available to deliver on all priorities

Owner: Trevor Beattie

Mitigations: 1. Monthly budget monitoring undertaken by HoT's 2. Effective work prioritisation process 3. Rebalancing resources and priorities monitored through the business plan and corporate plan 5. Joint LPF and NPMP timeline produced 6. Income Generation project

Actions: ongoing work by HoT to coordinate and manage priorities

Updates: Member task and finish group now in progress



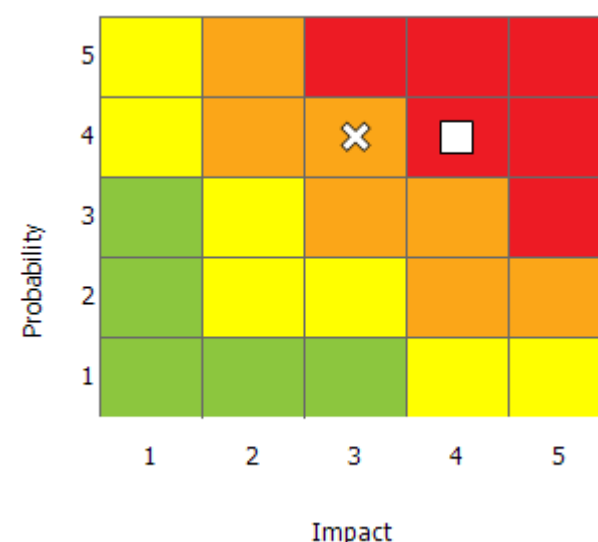
5. Defra grant is reduced above 2% for 2016/17 and 2017/18 resulting in additional savings needing to be made

Owner: Trevor Beattie

Mitigations: The Medium Term Financial Strategy and budget is reviewed on an annual basis, close monitoring of PMP and forecasting of all budgets will assist in identifying potential savings

Actions: Ongoing budget monitoring and reporting

Updates: No additional information available yet. A range of scenarios will be produced as part of the budget process.

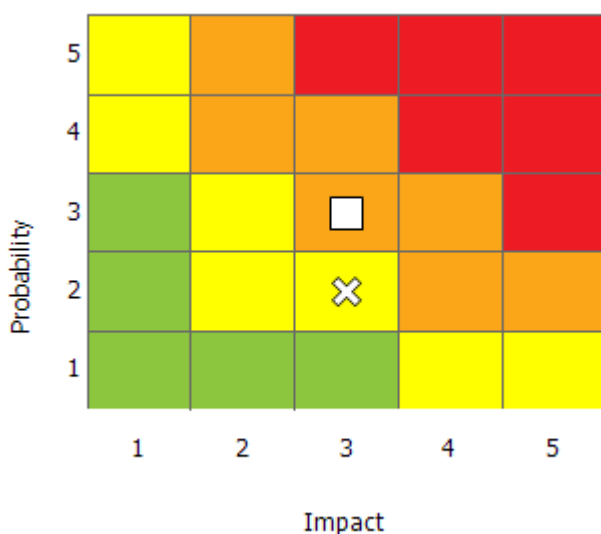


3. CIL is not adopted or CIL charges are incorrect and found unsound at examination

Owner: Tim Slaney

Mitigations: 1 – evidence base developed 2 – Development strategy clearly established in Local Plan Preferred Options document 3 – Ongoing engagement with Government Close monitoring of Local Plan. Ongoing engagement with Government.

Updates: mitigations updated to reflect ongoing nature of this work



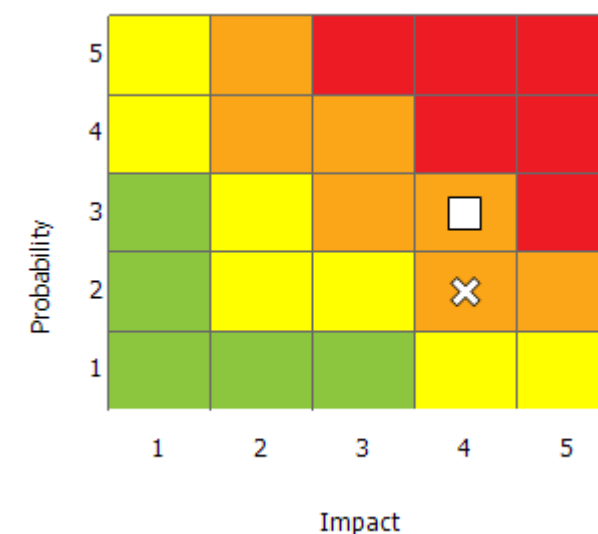
6. Failure to produce Local Plan within reasonable timeframe and with quality evidence makes the National park vulnerable to appeals of planning decisions

Owner: Tim Slaney

Mitigations: 1. Recruited capacity to deliver planning policy (2 LDF fixed term contracts) 2. Clear milestones established and communicated 3. Link with mgt plan, particularly the evidence base 4. Clarity of spend on the information required for the evidence base 5. Week by week analysis of progress against revised project plan

Actions: None

Updates: Draft Local Plan for consultation agreed at NPA in July 2015 and consultation begins in September 2015



Corporate Risk Register

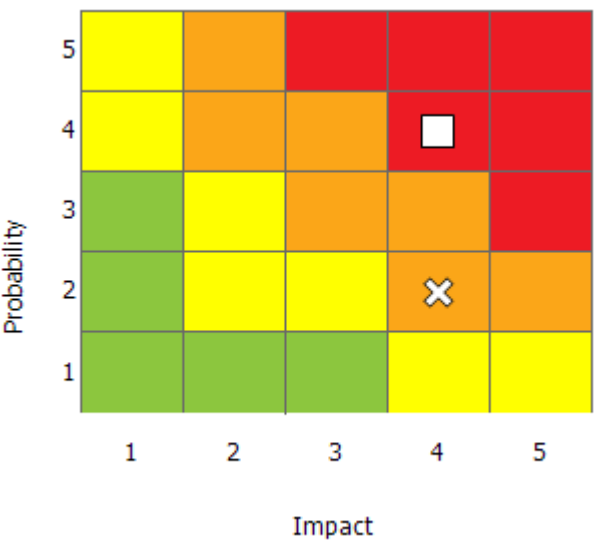
7. Lack of capacity to manage Development Management function effectively results in unwanted developments not enforced against, lack of consistency, delayed decision making

Owner: Tim Slaney

Mitigations: 1. Temporary staff recruitment 2. Have investigated back log of enforcement cases and whilst some cases have been closed others have progressed to the next stage of action. 3. Structures to in place in to implement East/West split 4. remaining vacancies to be recured to in autumn 2015

Actions: final 2 vacancies being recruited in September/October 2015

Updates: Mitigations updated to reflect new arrangements in place for team management



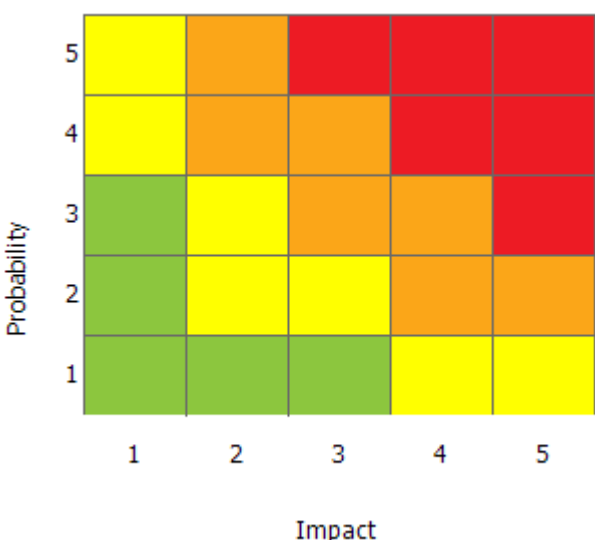
10. Planning fee income fails to reach the level estimated for 2014/15, thereby applying financial pressures elsewhere within the Authority

Owner: Tim Slaney

Mitigations:

Actions:

Updates:



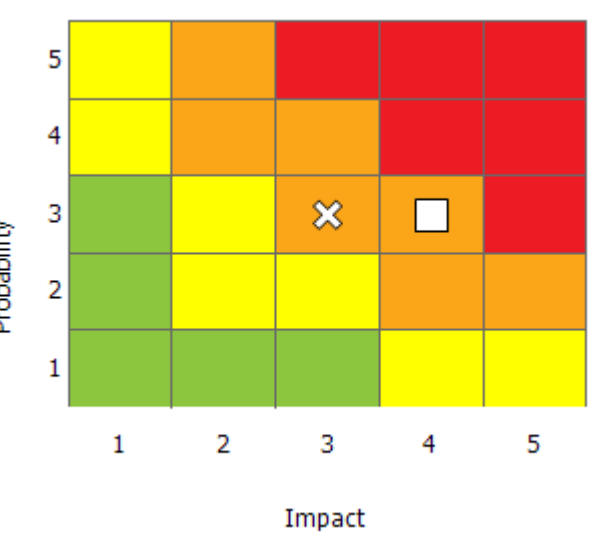
8. Lack of organisational business continuity planning may prevent delivery of key services in the event of a major incident

Owner: Hélène Rossiter

Mitigations: BCP for Key buildings in place. Business impact assessmenst being undertaken by Heads of TEam

Actions: HoT session to discuss Business Continuity took place in July 2015. Critical Functions List in development.

Updates: Audit of organisational business continuity due in Aug/Septmber 2015.



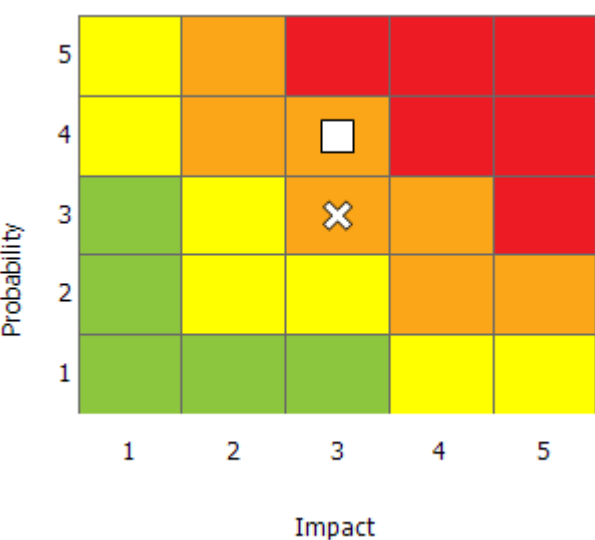
9. The objectives and activities in the NPMP are not delivered due to lack of alignment with business plans of other organisations, lack of resources from partners, our resources to deliver the plan are reduced and focussed on core statutory activities

Owner: Andrew Lee

Mitigations: 1. Close engagement with partners 2.. Meetings with key partners, in particular the South Downs Partnership to build support for the NPMP 3. Income Generation Strategy, 4. Public Affairs Staregy in development 5. ensure timing of PMP review is aligned with partners business planning 6. involve SDP in review of PMP and State of the Park report.

Actions: None

Updates: Income generation project now underway



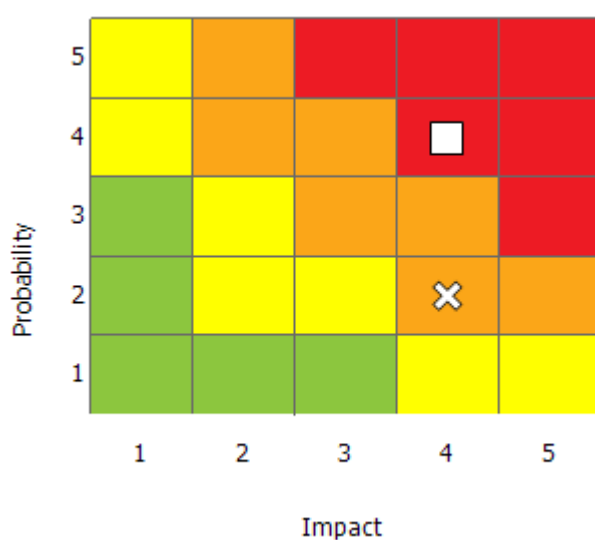
11. Unexpected Planning Appeals and/ or inquiries create new , unbudgeted costs for the Authority, damage to reputation and loss of confidence in the Planning Committee, planning function and the wider authority. Financial position of authority jeopardis

Owner: Tim Slaney

Mitigations: 1. Scheme of delegations to officers to manage planning business 2. Legal Services contract in place 3. Training for committee members 4. Robust processes in place to manage committee business 5. Planning reserve in place 6. Local plan being developed

Actions: None

Updates: None



Corporate Risk Register

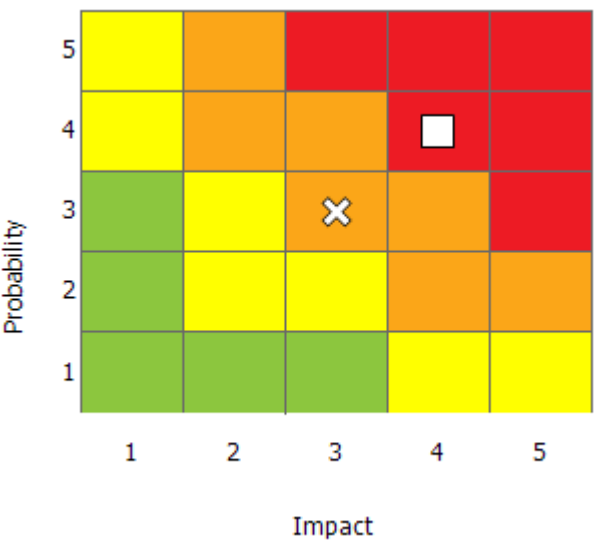
12. Awareness and Favourability about the National Park is low with key decision makers and the public

Owner: Andrew Lee

Mitigations: public affairs strategy being developed, wider communications strategy

Actions:

Updates: This is new risk added following discussions at SMT



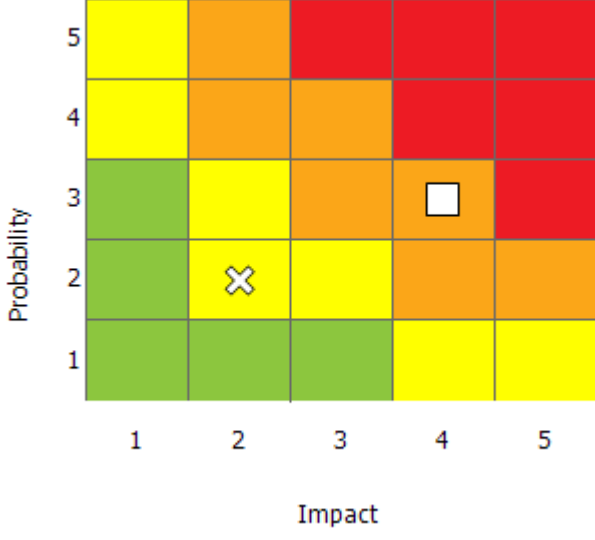
15. Single point of failure in the IT contract

Owner: Vince Hislop

Mitigations: 1. The role has been developed to ensure it is sustainable and turnover of staff is kept to a minimum 2. Day to day support functions are provided via contract meaning that user support would not be impacted by the departure of the IT manager post holder. 3 documentation of key processes. 4. Work in progress reporting

Actions: Documentation of key process underway and Work in progress reporting being introduced to ensure knowledge is held in more than one place.

Updates: risk added at request of Governance Committee



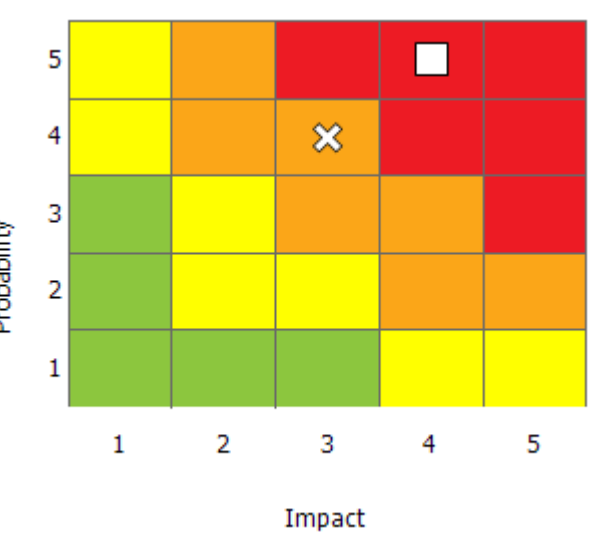
13. Expectations on the Authority are unrealistic as public sector partners reduce activity and /or cut back resources in the National Park e.g. Rights of way, Local Highways Authority Programmes, Flood Risk , Countryside Stewardship.

Owner: Andrew Lee

Mitigations: Strong continuous dialogue with relevant partners, clarity around our legal obligations and requirements, ongoing communications work around managing public expectations

Actions:

Updates: This is a new risk following discussions at SMT



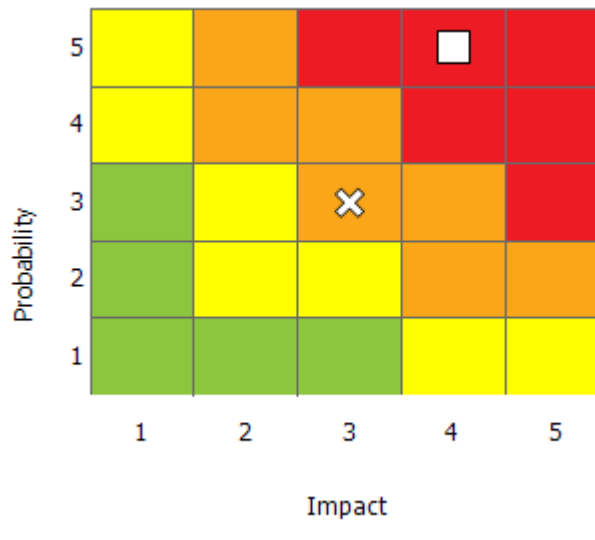
16. Extreme temperatures make the western Western Area Office unfit for purpose

Owner: Nick Heasman

Mitigations: Discussion with estates team as to how to solve the problem have begun but as yet costs and timetable have not been developed

Actions:

Updates: This is new addition to the corporate risk register and has been escalated from the OPs Directorate Risk Register



14. Failure to deliver key projects damages the Authorities reputation

Owner: Andrew Lee

Mitigations: Close engagement with and expectation management of partners, Project management approval process, robust project governance, Reporting to P&P and Governance Committee, Project evaluation and lessons learnt process, strong financial planning , proactive communications with partners, public and members about projects

Actions:

Updates: This is new risk added following discussions at SMT

