

## Corporate Risk Register

☐ = Inherent risk ( Risk before any action is taken)

✕ = Residual Risk ( Risk after mitigations in place)

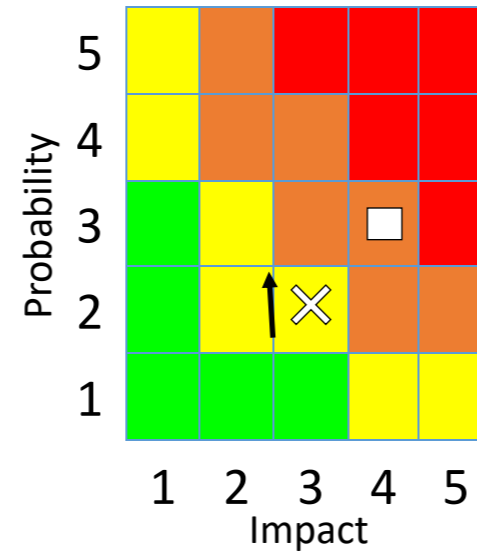
### 01. Health and safety

**Owner:** Vicky Paterson

**Description of impact of risk:** 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. Impacts of Covid Pandemic

**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 operating and receiving regular accident reporting. 5. Health and Safety policy in place. 6. All area offices regularly audited. 7. Annual report to P&R Committee with recommendations. 8. Members and SMT trained and briefed on H&S responsibilities. 9. All risk assessments reviewed and updated. 10. Additional health and safety related training provided via e-learning—fire safety and health and safety delivered as mandatory courses. 11. IOSH training completed by all H&S reps. 12. Lone working policy agreed by OMT. 13 internal health safety advisor in place to support existing contact. Risk registers and new procedure in place to support arrangements to recover from pandemic

**Updates:** risk registers and new procedures developed for Covid pandemic. Staff welfare survey undertaken to inform post Covid recovery action plan



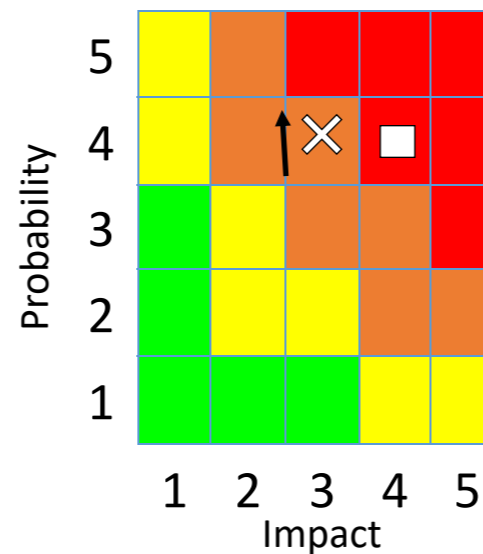
### 02. Finance and budgets

**Owner:** Trevor Beattie

**Description of impact of risk:** Budgets insufficient or budgets become insufficient due to reduction in Defra grant or in year requirement for savings; failure to match resources and workloads across the organisation; Management plan suffers and SDNPA lacks capacity to support other work. Resources not available to deliver on all priorities.

**Mitigations:** 1. Sufficient flexibility within revenue budget to enable shortfall to be at least partly managed. 2. Sufficient reserves to enable residual shortfall to be managed in short term whilst budget adjusted . 3. Income Generation activity underway (see risk 22) to provide potential to raise income to meet shortfall 4. Effective planning and approach to the Budget setting process. 5. Monthly budget monitoring undertaken by managers and OMT, enables identification of areas of potential over-spend and compensating savings

**Updates :** budget setting process underway for 2020/21. outcome of CSR and settlement awaited



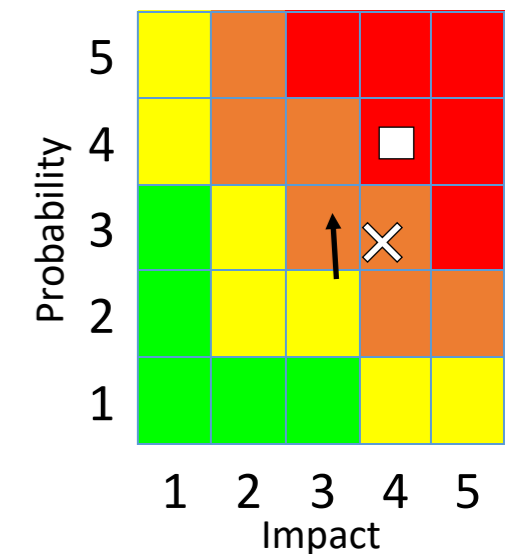
### 07. Development Management

**Owner:** Tim Slaney

**Description of impact of risk:** Lack of capacity to manage development management function effectively results in unwanted developments not enforced against, lack of consistency, delayed decision making or an increase in planning appeals/inquiries. Significant additional costs to the Authority incurred and reputation damage and loss of confidence in the planning functions of the Authority.

**Mitigations:** 1. recruitment and retention practices 2. Staff pay and benefits scheme 3. Planning reserve in place. 4. training provided to host authority's. 5. s101 agreements in place 6 . Planning performance data reported to P&R committee and appeals info reported to Planning Committee

**Updates:** procedures updated during covid pandemic. Implications of govt Planning White paper being assessed. Member workshop on white paper scheduled for September to inform NPA response to consultation



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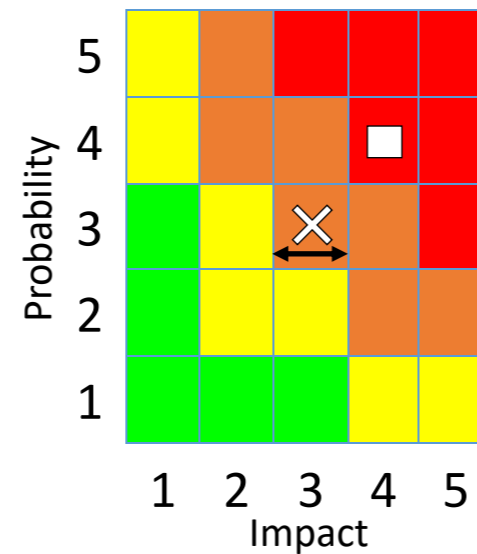
### 16. Staffing

**Owner:** Trevor Beattie

**Description of impact of risk:** Inability to attract/retain key staff impacts upon the organisation's service delivery. High staff turnover results in inefficiency across the organisation.

**Mitigations:** New pay structure and terms and conditions post restructure, training and development programme, staff survey action plan, PDR policy, capacity regularly reviewed by OMT, Internal policies and procedures in place e.g. (Family friendly, flexible working)

**Updates:** measure put in place to support staff during Covid pandemic. Recruitment suspended during pandemic. Implications of new ways of working during pandemic being considered. Staff welfare survey undertaken to inform post Covid recovery action plan



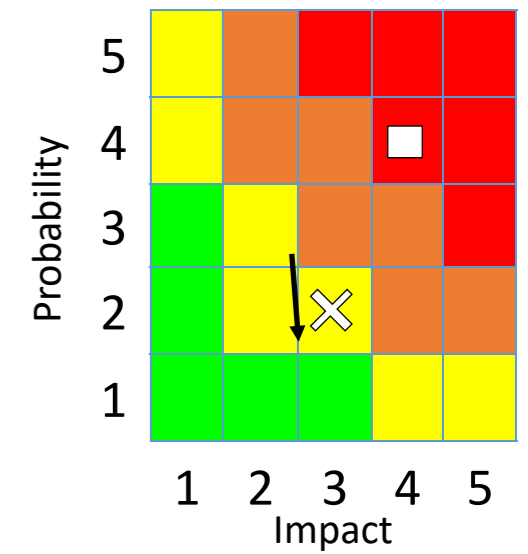
### 18. Projects - Internal Management

**Owner:** Trevor Beattie

**Description of impact of risk:** Project resources not optimised and opportunities to undertake projects are missed. Insufficient skills and capacity in the organisation to effectively develop, manage and deliver high quality projects. Opportunities to develop and deliver projects are missed, project resources are not used as effectively as possible, projects bought forward are of insufficient quality to deliver outcomes for the National Park.

**Mitigations:** Performance and Projects team in place. Prioritisation and approval process in place and audited. Guidance published on intranet, direct professional and expert support during project development and evaluation lessons learnt and performance reporting to committee. Thematic Boards operating. OMT role in decision making. Role of Strat leads, Rangers and other staff to identify opportunities and support is available to turn these into projects where appropriate. Project Manager is now in post and is undertaking a review of process and guidance and will recommend improvements where needed.

**Updates:** none



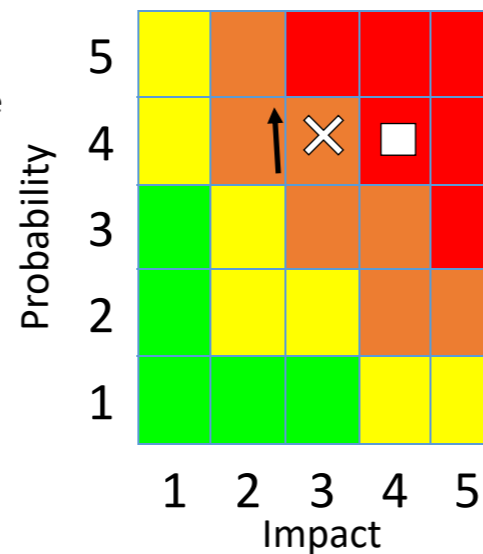
### 17. Brexit Transition

**Owner:** Andrew Lee

**Description of impact of risk:** Defra funding for SDNPA and National Park family under pressure as department takes on multiple priorities to develop post-CAP support package and repatriate complex basket of EU environment legislation. Level of protection for sites within NP weakened. Farm incomes threatened by unfavourable terms of trade, declining subsidies and shortage of casual labour. Land managers suffer loss of income from CAP Pillar 1 leading to undesirable changes in landscape management and increased pressure on our planning function due to rush to diversify income. Increased uncertainty holds back investment, increases pressure to remove environmental protections and multiplies calls for direct SDNPA support that do not accord with partnership model.

**Mitigations:** Close liaison maintained with other NPAs, with AONBs, NGOs and with central government departments to maximise information, advance warning and collective action. Members similarly on the alert within their own networks. Brexit fund allocated in SDNPA budget. Close liaison between NPE and Defra Ministers and officials, Natural England etc and NPE position statement lodged with Defra pre-election. Strong joint working between SDNPA and agencies, landowners, environmental NGOs, NFU and CLA in area.

**Updates:** Agriculture and environment bills awaited



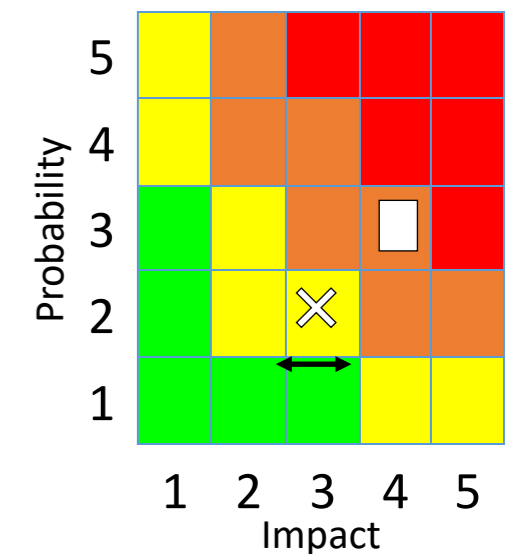
### 24. Major Infrastructure projects

**Owner:** Andrew Lee

**Description of impact of risk:** The NPA has insufficient resources to respond to Major infrastructure projects. The SDNPA is subject to legal challenge over its failure to adequately challenge a major infrastructure promoter in relation to our purposes.

**Mitigations:** Evidence based approach to infrastructure consultation responses adopted by NPA; additional resource employed (both through consultancy and staffing) to strengthen the authority's ability to respond to infrastructure projects; NPE protocol with Highways England; legal services contract in place;

**Updates:** none



**20. Business Continuity Planning and Organisational Resilience.**

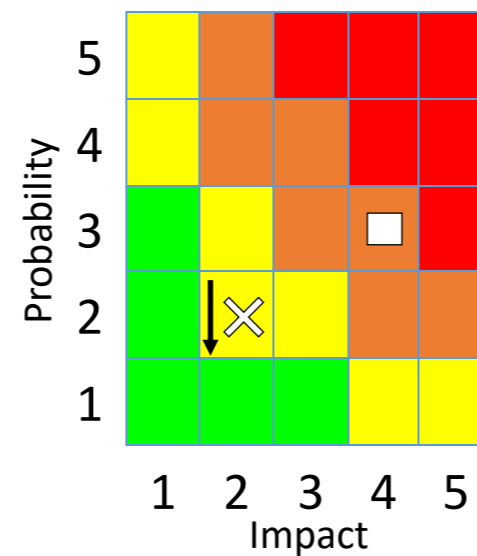
**Owner:** Trevor Beattie

**Description of impact of risk:** Lack of organisational business continuity planning and organisational resilience may prevent delivery of key services in the event of a major incident, or as a result of the loss of key staff.

**Mitigations:** BCP in place. Business Critical functions identified and planned for. BCP reviewed and tested annual. IT Disaster Recovery plans in place and tested annual. Key staff roles identified in BCP and communicated. 6 monthly review and annual testing of the plan in place. Potential single points of failure in organisation identified and mitigations in place including documenting of key processes. Specific implications of IT provision addressed through day to day IT support functions being provided via outsourced contracts meaning that user support would not be immediately impacted by the departure or absence of the IT Strategy Manager. IT network and key systems delivered externally via contracts. Network Resilience and continuity issues have also been addressed via the IT contracts. Linked to mitigations of risk 16 related to staffing.

**Updates :** BCP utilised in pandemic situation. Will be reviewed for lessons learnt once BAU resumed

**Corporate Risk Register**



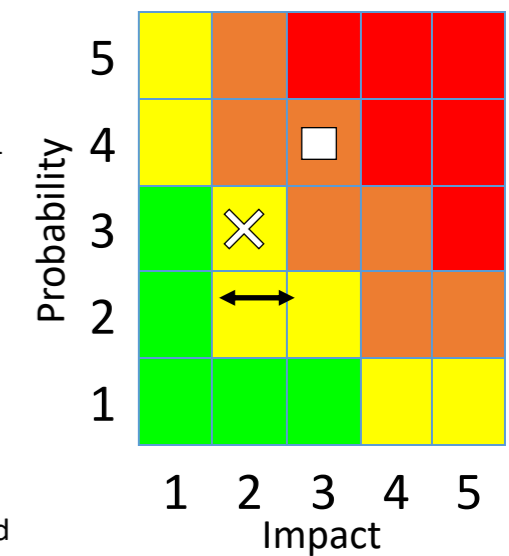
**22. Income Generation**

**Owner:** Trevor Beattie

**Description of impact of risk:** Insufficient income generation opportunities are identified to generate significant income to support NPA budgets. Insufficient skills /experience “in house” to exploit potential income generating opportunities. Challenge to commercial activity results in additional costs or reputational damage to the Authority.

**Mitigations:** 1. Governance framework for consideration of SDNPA powers in relation to commercial/income generation activity developed. 2. Seven Sisters project plan and business case 3. Sufficient reserves held to enable recruitment of staff with necessary skill set if required. 4.Skilled income generation team of four people operating well and meeting its targets

**Updates:** Recruitment for commercial manager underway. Decision on establishment of company scheduled for October NPA



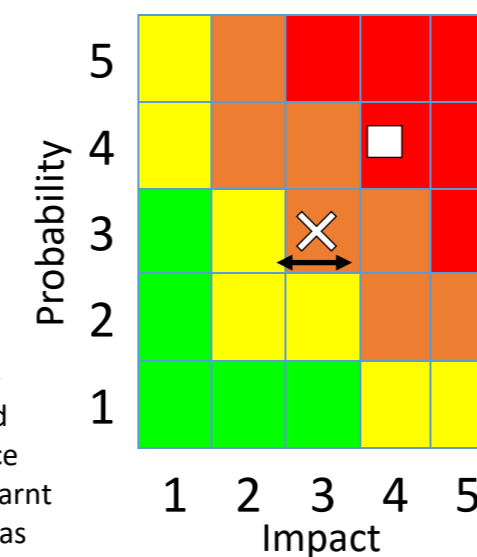
**21. Projects—External facing (Delivery and Reputation) .**

**Owner:** Andrew Lee

**Description of impact of risk:** failure to deliver key projects or NPMP outcomes and objectives due lack of resources, unrealistic expectations or alignment with partner business plans results in SDNPA reputation and influence with decision makers, partners and other stakeholders being negatively impacted.

**Mitigations:** New PMP agreed by Authority in October 2019 and new approach to budget setting. Close engagement and strong continuous dialogue with partners on ongoing basis, including meetings with the SDP to build support for NPMP2. Income generation activity 3. Public affairs strategy and proactive comms managing public expectations to ,4. Clarity around our legal obligations and requirements, t6. Robust project processes in place including enhanced project resources. 7. . Project evaluation and lessons learnt reported to committee 8. Potential Brexit transition implications identified as specific risk esp future of farming 10. Engagement with Lawton Group to encourage closer working between national NGO’s operating within the NP 11. Work underway to encourage private investment into the National Park e.g.: Payment for Eco System Services and carbon trading 12. Advance preparations to address risks arising from Brexit including Future of farming work and liaison with partners and central government. See also mitigations for the Brexit risk 13. Natural England to align its South Downs work programme with the PMP

**Updates:** covid recovery fund agreed to be allocated through TPB’s



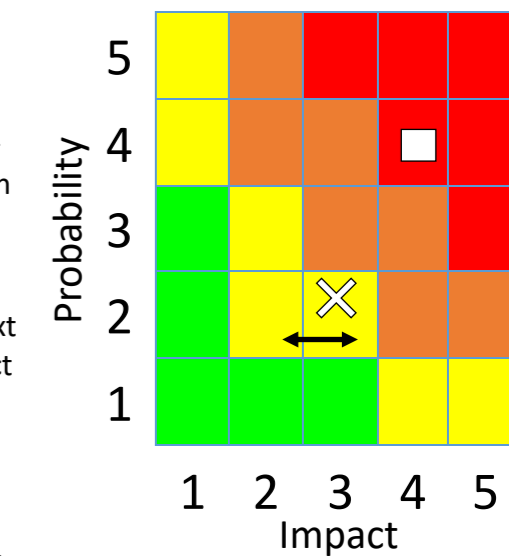
**23. Seven Sisters Country Park**

**Owner:** Trevor Beattie

**Description of impact of risk:** Seven Sister Country Park project diverts focus and resources from other priority areas. Failure to effectively manage project impacts negatively on the Authority’s finances and reputation

**Mitigations:** New PMP developed setting out priority areas, and new approach to budget setting developed to support effective prioritisation of PMP outcomes. Corporate Plan places Seven Sisters within the context of the wider business of the Authority. Project board established. Project being run using well established and widely used Prince 2 (PProjects IN Controlled Environments) project management approach, business case and delegations agreed by NPA with appropriate mechanisms to return to NPA if required, regular project reporting P&R Committee . Project work streams and leads identified , resource management plans in place and overseen by SMT which will establish a separate team, under a dedicated manager to manage the site post acquisition . Stakeholder and comms plans in place

**Updates:** project board continues to over see progress and all actions on track at last project meeting . Heads of terms agreed , awaiting secretary of State Approval. Recruitment for commercial manager underway. Decision on establishment of company scheduled for October NPA



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