

APPENDIX 1 - LOCAL PLAN RISK REGISTER													
OFFICER NAME - SIMON PAYNE JOB TITLE - PROJECT MANAGER													
DATE OF LATEST REVISION - 08.02.21													
ID REF.	DATE RAISED	RISK DESCRIPTION	RISK SCORE			MITIGATION MEASURES	AFTER RISK MITIGATION			ASSIGNED	STATUS	CHANGE & REASON	COMPLETE
			LIKELIHOOD	IMPACT	TOTAL SCORE		LIKELIHOOD	IMPACT	TOTAL SCORE				OFFICER
1	2 4.08.20	Insufficient Resources to complete the plan	4	5	20	Effective project plan, approved budget and successful bids for external funding.	2	5	10	Gordon Glenday	open		
2	24.08.20	Insufficient capacity and lack of skills to complete the plan	4	5	20	Skills audit, training programme and recruitment of any additional staff	3	5	15	Gordon Glenday	open		
3	24.08.20	Evidence base flawed, incomplete or not up to date	3	5	15	Effective project management and governance	1	5	5	Stephen Miles	open		
4	24.08.20	Failure of community engagement to inform decision making	4	5	20	Approved project plan and effective project management	1	5	5	Stephen Miles	open		
5	24.08.20	Failure of DTC with stakeholders and statutory consultees	3	5	15	Effective project management and governance	1	5	5	Stephen Miles	open		
6	24.08.20	Failure to address corporate vision and objectives	2	5	10	Effective governance and project management	1	5	5	Gordon Glenday	open		
7	24.08.20	Plan is unsound due to failure to comply with statutory requirements	4	5	20	Effective project management and project leadership	2	5	10	Stephen Miles	open		
8	24.08.20	Preparation of the plan is delayed or slow and overtaken by events	4	5	20	Effective project management and governance	2	5	10	Simon Payne	open		

9	24.08.20	The plan will not address the full impact of economic and social change arising from Covid 19	4	5	20	Develop evidence base and ensure effective community engagement	3	5	15	Stephen Miles	open	
10	24.08.20	The Plan will fail to secure community benefit through lack of land value capture or public investment	4	5	20	Develop methodology including effective negotiations and funding bids	3	5	15	Simon Payne	open	
11	24.08.20	Failure to convince inspector that housing land supply is sufficient	4	5	20	Prepare sound housing land policies based on evidence	2	5	10	Stephen Miles	open	
12	24.08.20	Applications being granted on appeal undermine emerging strategy	5	5	25	Planning policy and development management to liaise closely in the determination of application and dealing with any subsequent appeals	3	5	15	Gordon Glenday	open	
13	24.08.20	Social distancing and the impact of Covid 19 will undermine the effectiveness of community engagement	4	5	20	Prepare a community engagement programme that takes social distancing into account.	3	5	15	Stephen Miles	open	
14	24.08.20	National changes to the plan making system through Planning for Change undermine the local plan making process	5	5	25	Continuing to review proposals arising from White Paper, formal representations as required and ongoing project plan review	3	5	15	Roger Harborough	open	
15	24.08.20	Revised standard housing methodology leads to unacceptable and undeliverable housing numbers	5	5	25	Discussion and meeting with officials at MHCLG, formal representations and project plan review	3	5	15	Stephen Miles	open	Mitigated score moved from 20. government published revised formula
16	07.09.20	Devolution White Paper leads to administrative changes that undermine the LP making process	5	5	25	Engage in informal discussions with Stakeholders and respond to White Paper when published	3	5	15	Dawn French	Open	

17	07.09.20	Loss of staff and or difficulty in recruiting people with the appropriate skills and experience	4	5	20	Training programme, effective HR procedures and recruiting measures	3	5	15	Gordon Glenday	Open		
18	07.09.20	Volume and nature of consultation responses unmanagable	4	5	20	Approved project plan and effective project management	1	5	5	Stephen Miles	Open		
19	07.09.20	Lack of capacity of Stakeholders to respond in an effective and timely manner	3	5	15	Approved project plan and effective project management	1	5	5	Stephen Miles	Open		
20	07.09.20	Unexpected events making call on corporate resources	5	5	25	Ability to modify project plan and resourcing to respond to unexpected events	3	5	15	Gordon Glenday	Open		
21	07.09.20	Lack of political consensus	4	5	20	Establish LPLG with regular briefings and engagement with members	2	5	10	Gordon Glenday	Open		
22	07.09.20	Inconsistencies arising between LP and NP's	3	4	12	Review emerging strategy in the light of provisions in NP's	2	4	8	Stephen Miles	Open		
23	07.09.20	Problems with deliverability/viability of sufficient sites to needs/requirements	4	5	20	Effective site selection assessment and negotiation methodologies	2	5	10	Stephen Miles	Open		
24	07.09.20	Legal challenge on proposed adoption	3	5	15	Effections project management and sound legal advice	1	5	5	Gordon Glenday	Open		
25	07.09.20	Impact of use classes order on Town Centres undermine spatial strategy	3	4	12	Review implications in preparing LP strategy	1	4	4	Stephen Miles	Open		
26	07.09.20	Permitted development changes undermine spatial strategy	3	4	12	Review implications in preparing LP strategy	1	4	4	Stephen Miles	Open		
27	07.09.20	Climate emergency and international agreements are not taken into account	3	5	15	Review implications in preparing LP strategy	1	5	5	Stephen Miles	Open		
28	07.09.20	Implications of Brexit adversely affect economic and growth proposals in the LP	3	4	12	Review implications in preparing LP strategy	1	4	4	Stephen Miles	Open		

29	08.10.20	Government Intervene to take over Local Plan Process	4	5	20	Approve LDS and deliver to approved timetable. Effective project management.	1	5	5	Stephen Miles	Open		
30	08.10.20	Project Plan Document becomes corrupted	3	4	12	Agree protocol for backing up updated Risk Register and Project Plan	1	4	4	Simon Payne	Open		
31	05.11.20	Community Engagement is not effective due to technical platform issues	3	4	12	Pre- Event practice sessions. Host officer to be trained in technical support and deliver solutions during event	1	4	4	Hayley Coles	Open		
32	25.11.20	Community Stakeholder Forum fails to make an effective contribution to the Issues and Options stage	4	5	20	Balanced membership of panel, clear operating rules and effective communications to encourage public participation	3	5	15	Stephen Miles	Open		
33	13.01.21	Capacity constraints in the inhouse procurement team lead to delays in procurement	2	5	10	Consider additional procurement capacity to support multiple projects	1	5	5	Gordon Glenday	Open	New Risk	