

APPENDIX - LOCAL PLAN RISK REGISTER
OFFICER NAME - SIMON PAYNE JOB TITLE - PROJECT MANAGER
DATE OF LATEST REVISION - 14.06.21

ID REF.	DATE RAISED	RISK DESCRIPTION	RISK SCORE			MITIGATION MEASURES	AFTER RISK MITIGATION			ASSIGNED	STATUS	UPDATES & COMMENTS	COMPLETE
			LIKELIHOOD	IMPACT	TOTAL SCORE		LIKELIHOOD	IMPACT	TOTAL SCORE				
1	24.08.20	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	4	5	20	Gordon Glenday	open	Changed Risk - a senior planner within the policy team is leaving and recruitment processes have been initiated to fill the post.	
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	Note - Cabinet has now approved the draft vision and objectives 27.05.21	
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.	1	5	5	Stephen Miles	open	(Changed Risk) - Corporate Overview Board on 14.04.21 felt there was no evidence that Covid19 had devalued the process because video conferencing and webinars were seen as a useful tool to reach a broader demographic in the district.	
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	New Comment - Planning Reform included in the Queen's speech. Keeping close eye on the emerging debate. Consultants and officers to continue to discuss future impact of changes.	
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	2	5	10	Stephen Miles	open		

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	2	5	10	Dawn French	Open	(Changed Risk) - Corporate Overview Board on 14.04.21 noted that re-structuring was not as high on the agenda as previously thought when the White Paper was published.	
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	4	5	20	Gordon Glenday	Open	Changed Risk - a senior planner within the policy team is leaving and recruitment processes have been initiated to fill the post.	
18	07.09.20	Volume and nature of consultation responses unmanageable	4	5	20	Approved project plan and effective project management	1	5	5	Stephen Miles	Open	New Comment - Level of representations now clear following Issues and Options stage. Officers managing work programme	
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	New Comment - The departure of the Chief Executive is not expected to impact on the progression of the Local Plan. Director of Public Services to continue to lead on overall process.	
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 with proactive support from all elected members.	2	5	10	Stephen Miles	Closed	(Changed Risk) - Issues and Options stage now successfully completed by forum.	19.05.21

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	Closed	(Changed Risk) - Corporate Overview Board 14.04.21 agreed the deletion of this risk because arrangements made with County procurement.	14.04.21
34	10.03.21	Extent and timing of evidence base work is not coordinated and delays the preparation of the plan or compromises its content	3	4	12	Effective Project Planning to coordinate evidence base work	1	4	4	Simon Payne	Open		
35	07.04.21	Failure to procure consultancy work to achieve evidence base work on time	4	5	20	Effective procurement processes and programmes	3	5	15	Simon Payne	Open	New Risk - Procurement is taking place when there are high levels of consultancy work nationally and officers are giving careful consideration to this when procuring services to ensure success.	
36	07.04.21	Delays in making decisions during governance process results in failure to achieve agreed LP timetable.	4	5	20	Realistic programme and effective member management of governance decision making	2	5	10	Gordon Glenday	Open	New Risk - LPLG have agreed the methodology and identified key decision to be made in time and officers are working to facilitate this.	
37	17.05.21	Failure to prepare the plan on the agreed timetable due to evidence base work not being completed or available on time.	4	4	16	Effective project management of key work streams	2	4	8	Simon Payne	Open	New Risk - Project Leads in discussion with consultants to ensure work programme can be met to achieve LP timetable. Identify measurements to minimise risk of slippage.	
38	19.05.21	Transport Evidence will not be available in time for the LP programme	5	5	25	Identification and introduction of mitigation measures to ensure that the evidence is available when needed.	2	5	10	Ben Kennedy	Open	New Risk - Project Lead in discussion with consultant to ensure work programme can be met to achieve LP timetable. Identify measurements to minimise risk of slippage.	