

LOCAL PLAN RISK REGISTER OFFICER NAME - HAYLEY COLES JOB TITLE - PROJECT OFFICER DATE OF LATEST REVISION - 16.02.22													
ID REF.	DATE RAISED	RISK DESCRIPTION	RISK SCORE			MITIGATION MEASURES	AFTER RISK MITIGATION			ASSIGNED	STATUS	UPDATES & COMMENTS	COMPLETE
			LIKELIH OOD	IMPACT	TOTAL SCORE		LIKELIH OOD	IMPACT	TOTAL SCORE	OFFICER			DATE
1	24.08.20	Insufficient Resources to complete the plan	4	5	20	Effective project plan, approved budget and successful bids for external funding.	1	5	5	Tracey Coleman	open		
2	24.08.20	Insufficient capacity and lack of skills to complete the plan	4	5	20	Skills audit, management fo resource, training programme and recruitment of any additional staff	3	5	15	Tracey Coleman	open	Required Action - Recruitment commencing for senior planning policy officer (aviation) to be confirmed. Active management of staff leave to ensure Reg 18 plan ready for formal consideration. Planning Policy Officer also commencing March 7th.	
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	Tracey Coleman	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	5	5	15	Stephen Miles	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	Stephen Miles	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	Tracey Coleman	open	New Comment: In addition to risk around appeal determinations, considieration needs to be given to the recent designation to UDC and major applications will be determined by PINS.	
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		
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	Tracey Coleman	open	New Comment: Need to keep under careful review, revised proposals from new SoS of DLUHC	
15	24.08.20	Revised standard housing methodology leads to unacceptable and undeliverable housing numbers	5	5	25	Discussion and meeting with officials at DLUHC, 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	Peter Holt	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	Tracey Coleman	Open	New Comment - See also ID 2	
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		
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	2	5	10	Tracey Coleman	Open	New Comment - Appointment of permanent Interim Director of Planning underway.	
21	07.09.20	Lack of political consensus	4	5	20	Establish LPLG with regular briefings and engagement with members	3	5	15	Tracey Coleman	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	Effectons project management and sound legal advice	1	5	5	Tracey Coleman	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	Required Action: Report of Cabinet in April on revised LDS timetable.	
30	08.10.20	Project Plan Document becomes corrupted	3	4	12	Follow protocol for backing up updated Risk Register and Project Plan	1	4	4	Stephen Miles	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		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		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	3	4	12	Stephen Miles	Open		
35	07.04.21	Failure to procure consultancy work to achieve evidence base work on time	4	5	20	Effective procurement process es and programmes	1	5	5	Simon Payne	Closed		06.12.21

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	3	5	15	Tracey Coleman	Open		
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.	5	4	20	Effective project management of key work streams	5	4	20	Stephen Miles	Open	Required Action - The preparation of the Regulation 18 plan is dependant upon 7 consultants completing the evaluation of the initil development options by 25th February '22. Lead officers are actively engaged in this task.	
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.	4	5	20	Ben Kennedy	Open	Required Action - The preparation of the Regulation 18 plan is dependant upon transport consultants completing the evaluation of the initil development options by 25th February '22. Lead officer is actively engaged in this task.	
39	18.08.21	Delays in uploading data onto GIS due to one person dependency	3	2	6	Availability of alternative resources to update GIS in a timely way.	2	2	4	Stephen Miles	Open	New Comment: Policy officer in weekly contact with GIS officer to coordinate work.	
40	06.09.21	Delay to the preparation of the Reg 18 Local Plan due to site assessment work taking longer than expected	4	5	20	Project Manager to review options including re-timing without impact on programme	3	5	15	Simon Payne	Closed		06.12.21
41	13.09.21	Delays to Local Plan due to Officer time directed to new intiatives.	2	4	8	Management of expectations and work project around pressure for new policy initiatives	1	4	4	Stephen Miles	Open		
42	16.11.21	Negotiations with Promotors of larger development sites becomes complex and time consuming.	3	3	9	Management of process to minimise complexity and need for negotiations.	2	3	6	Stephen Miles	Open	Required Action: Future of MOU to be discussed at Developer Forums March 15, 22 and quarterly following that.	
43	19.11.21	Plan is found to be unsound because choice of proposed site not supported by the evidence base	4	5	20	Robust evidence base driving the selection of proposed sites.	2	5	10	Stephen Miles	Open		
44	04.01.22	Additional round of Reg 18 or 19 stages needed, creating delays in the delivery of the Local Plan	3	5	15	Effective project management of key work streams	2	5	10	Stephen Miles	Open	New Risk	