

**REPORT OF THE HEAD OF BUSINESS MANAGEMENT**

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**SUBJECT:**  
**RISK REGISTER - REPORT FOR THE 3rd QUARTER OF THE YEAR 2011/12**

Introduction

The Authority's Risk Register is reviewed regularly by the Management Team to ensure it is up to date in light of various changes both internal and external before being presented to this committee

In determining the level of risk the likelihood of an event happening is scored as unlikely (1), possible (2), or probable (3) and similarly the impact if that event occurred is scored as low (1), medium (2), or high (3) where the impact is mostly based on the financial impact. These two scores are multiplied to get the risk score.

Following comments from Wales Audit Officer the risk register is presented to show the different categories of risk – strategic, reputation, operation and financial, and within these in risk score. The register includes methods of monitoring and mitigation but although it is possible to reduce the impact of a risk event it is rarely possible to remove most risks entirely. It is important to be aware of the risk and to ensure appropriate action is routinely taken to keep the risk to an acceptable level.

**RECOMMENDATION**

**That Members RECEIVE the Report on the Authority's Risk Register.**

*Background Documents:*  
*Pembrokeshire Coast National Park Authority Risk Register*

*(For further information contact Alan Hare – Head of Business Management on ext 4810)*

**APPENDIX 1**

**PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY RISK REGISTER**

October 2011

<b>RISK</b>	<b>Likel- ihood</b>	<b>Impact</b>	<b>Risk Level</b>	<b>Type</b>	<b>Mitigation</b>	<b>Control/monitoring</b>	<b>Actions needed</b>	<b>Officer</b>
Risk of failing to comply with Local Government Measure	Unlikely	Severe	3	Strategic	Corporate Strategy adopted Performance systems being developed Working with WAO	Corporate Assessment	Prepare corporate strategy and develop performance management. Include more benchmarking information in Improvement Plans.	AH
Risk of major incident affecting or involving NPA staff and resources	Unlikely	Moderate	2	Strategic	Draft plan in place In contact with other agencies	Review major incident plan	Review major incident plan	CWM
Risk of failing to deliver against Strategic Grant Letter targets	Unlikely	Moderate	2	Strategic	Report quarterly against targets Negotiate SGL with WAG as early as possible	Monthly reports to SMT & quarterly to Review Committee	Continue to monitor	TJ
Risk of poor partner relationships affecting joint working	Unlikely	Moderate	2	Strategic	Many examples of joint/shared working in place Discussions with PCC, CCW and other NPAs to review opportunities	Reporting to SMT and Minister	Continue to monitor	TJ
Solva accident claim reputation implications	Probable	Severe	9	Reputation	Work closely with insurance and legal representatives	Monitor case progress. Legal advisors appointed.	Prepare press statements prior to news breaking	DP/ME
Risk of causing significant environmental damage due to	Unlikely	Severe	3	Reputation	Environmental management systems in place Risk assessments for	Number of incidents reported to H&S officer Staff training	Ensure reporting procedure in place	Team Leader / site manag

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actions by NPA staff or on NPA property causing					operation and location			er
Risk of flawed decision on planning application	Unlikely	Severe	3	Reputation	Codes of practice & protocols Members Charter Member & staff training	No of approvals outside policy	Continue member and staff training	VH
Risk of incident during badger cull involving NPA staff	Unlikely	Low	1	Reputation	Minimise staff presence in affected areas Prepare statements. Liaise with WAG etc.	Ensure all staff are well briefed	Cull postponed	JP
Risk of loss of major NPA operational building due to fire or other damage	Unlikely	Severe	3	Operation	All buildings well maintained Security & fire alarm systems in place Insurance to cover some costs	Annual inspections	Business continuity plans needed	PR
Risk of major IT failure	Unlikely	Severe	3	Operation	Daily backup of data Backup email server in place Disaster recovery facilities in place on second site	Monitor back up procedures	Test disaster recovery plans	AH
Solva accident claim – could exceed insurance limit	Probable	Severe	9	Financial		Monitor legal action and defence case. Frequent liaison with insurers & legal team.	Own legal representatives appointed. Regular reporting to SMT/NPA. Develop strong defence evidence.	DP/AH
Incident caused by livestock managed by NPA	Possible	Moderate	4	Financial	Risk assessment for operation and location Staff training	Review of risk assessments Review of staff training	Review of each site prior to animals arriving.	MR

RISK	Likelihood	Impact	Risk Level	Type	Mitigation	Control/monitoring	Actions needed	Officer
					£25m public liability insurance	requirements Incidents reported to H&S officer		
Risk of failing to meet Carew Castle long term lease obligations and maintenance especially on causeway and castle stonework	Possible	Moderate	4	Financial	Regular inspections and maintenance actions.	Implementation of annual work programme Emergency works completed quickly	Budget allocation and flexibility for emergency works. Work on causeway underway, due for completion during February.	PB
Risk of failing to meet planning conditions for Carew reception buildings replacement	Possible	Moderate	4	Financial	Additional funding confirmed, planning application for Lesser Hall roof, reception building and car park submitted	Design consultants appointed	Careful monitoring of progress and costs throughout project	JP
Incident due to tripping hazard etc on Coast Path leading to claim	Unlikely	Moderate	2	Financial	Coast Path Strategy Annual condition inspection of length of path Routine maintenance – staff on path most days Reports from staff, coast guard and public £25m public liability insurance	Implementation of annual work programme Emergency works completed quickly Incidents reported to H&S officer	Annual inspection to be completed	CWM
Incident due to tripping hazard etc on other paths leading to claim	Unlikely	Moderate	2	Financial	RoWIP Routine maintenance – staff on paths most days Reports from staff, other agencies and public £25m public liability insurance	Implementation of annual work programme Emergency works completed quickly Incidents reported to H&S officer	Routine inspections to be completed	CWM

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Incident due to falling trees or branches in our property	Unlikely	Moderate	2	Financial	Woodland Strategy Annual inspection of all woodland sites Additional inspection following dangerous weather conditions £25m public liability insurance	Implementation of annual work programme Site assessment reports	Routine inspections to be completed	Site manager
Incident due to maintenance activities on sites, paths, grass cutting etc.	Unlikely	Moderate	2	Financial	Risk assessment for operation and location Staff training Signs & barriers £25m public liability insurance	Review of risk assessments Review of staff training requirements Monitor incidents reported to H&S officer	Routine inspections to be completed	SB
Incident due to driver error/vehicle fault	Unlikely	Moderate	2	Financial	All vehicles maintained to manufacturers recommendations Vehicles checked for roadworthiness Driver licence and vehicle documentation checked Staff driving assessed prior to driving members of public Staff training	Regular vehicle checks Annual check of drivers' licences Accidents involving Authority vehicles reported to Fleet Manager & H&S officer	Review relevant policies using CCW as standard – policy document and driver instructions to be issued	
Incident caused by volunteers	Unlikely	Moderate	2	Financial	Risk assessment for operation and location Staff training £25m public liability insurance	Review of risk assessments Review of staff training requirements Incidents reported to H&S officer	Adequate briefing required for each volunteer event	Team Leader

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Incident to school children while involved in NPA provided activity	Unlikely	Moderate	2	Financial	Risk assessment for operation and location CRB Checks Staff training £25m public liability insurance	Review of risk assessments Review of staff training requirements Incidents reported to H&S officer	Adequate briefing required for each volunteer event CRB checks required for key staff	Team Leader
Risk of significant reduction in funding	Unlikely	Moderate	2	Financial	Identify potential cost savings and income generation Review all activities and prioritise	Budget reporting Members workshop/report to NPA	Zero base budget analysis	TJ
Risk of loss of key documents	Unlikely	Moderate	2	Financial	Key documents in fire safe		Ensure all key documents are secure	
Incident due to condition on one of our properties or sites	Unlikely	Moderate	2	Financial	Annual condition inspection Regular site visits for maintenance etc Prioritised annual maintenance programme with budget	Property group meet monthly to consider property related matters, reporting to SMT	Continue with annual inspections	Site manager
Incident caused by faulty merchandise, food etc provided by NPA	Unlikely	Moderate	2	Financial	Reliable supply sources Merchandise group monitors products £10m public liability insurance	Incident reported to Director & H&S officer	Monitor OyP café performance. Merchandise group to oversee purchases	Team leader
Incident caused by condition of NPA building	Unlikely	Moderate	2	Financial	Annual inspection of all buildings Annual budgeted programme of works Emergency repairs fund Alarms fitted and tested	Review of maintenance programme by Property Group Number of emergency repairs required Incidents reported to	Continue with annual inspections and maintenance	PR

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					where practical £25m public liability insurance	Projects manager Number of incidents reported to H&S officer		
Risk of closure of pension fund	Unlikely	Moder ate	2	Financial	Largely outside of NPA control.	Monitor pension fund reports	Continue to monitor	RG
Oriel y Parc financial performance	Unlikely	Low	1	Financial	Café licensed to third party.	Frequent budget & performance monitoring	Review licence agreement on longer term	JP