

**REPORT OF THE BUSINESS AND PERFORMANCE MANAGER**

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**SUBJECT:**  
**RISK REGISTER**

Introduction

Following comments from Wales Audit Office, a review of the risk register has been carried out to consolidate some risks, and consider potential risks involved in delivering improvement objectives and service key projects.

In previous meetings, risks were allocated to individual Members for monitoring with the intention to inform members of any changes to their risks at least every quarter. This has proved to have been inconsistently implemented. However, following changes in the committee membership and the now revised risk register this allocation and reporting should now be reconsidered.

The appendix details the current Risk Register. Only four are shown as high level risks and shown in red. Members are invited to comment on these in more detail.

**Recommendation: Members are requested to RECEIVE and COMMENT on the Performance Report.**

*(For further information contact Alan Hare –Business & Performance Manager on ext 4810)*

# Risk Register

Period: September 2013

## Risk Register 2013/14

| Risk  | Probability | Impact   | RAG        | Comment   |
|---|-------------|----------|------------|---|
| 01.Risk of significant loss of funding  | Likely      | Severe   | Dark Red   | Impact of education in NPG being considered and reporting to Members workshops. |
| 02.Risk of failing to meet SGL or other WG requirements                                     | Unlikely    | Moderate | Green      | SGL does not include firm targets but corresponds to many areas of NPA services |
| 03.Financial and reputational risk from current public liability claim                      | Likely      | Severe   | Dark Red   | In regular consultation with advisors   |
| 04.Failure to comply with EU, UK and WG legislation including H&S, Equality, Language etc.  | Unlikely    | Moderate | Green      | Regular consideration of consultation documents and legislation changes         |
| 05.Risk of long term impact of climate change on national park                              | Possible    | Moderate | Amber      | Conservation management and planning policies amended                           |
| 06.Risk of impact of budget cuts in partner organisations                                   | Likely      | Moderate | Red        | Being considered in budget preparation  |
| 07.Risk of failing to maintain high levels of governance                                    | Unlikely    | Minor    | Dark Green | Good reports from Wales Audit Office on governance                              |
| 08.Incident due to condition of path, site or property                                      | Unlikely    | Minor    | Dark Green | Properties regularly inspected and maintained as necessary                      |
| 09.Environmental damage caused by NPA staff/actions   | Unlikely    | Moderate | Green      | Staff training and risk assessments   |
| 10.Risk of loss of NPA building due to fire etc.  | Unlikely    | Severe   | Amber      | Fire detection systems in place in major buildings                              |
| 11.Risk of major incident response requiring NPA staff & resources                          | Unlikely    | Moderate | Green      | Major incident plan in place  |
| 12.Risk of failing to reduce CO2 emissions by 3%  | Unlikely    | Minor    | Dark Green | Energy consumption monitored  |
| 13.Failure to have RoW in acceptable condition  | Unlikely    | Minor    | Dark Green | Improvement objective - surveys and inspections being carried out               |
| 14.Risk of flawed planning decision   | Unlikely    | Minor    | Dark Green | Member and officer training in place  |
| 15.Failure to meet affordable housing targets   | Likely      | Minor    | Amber      | Recent scrutiny topic   |
| 16.Failure to maintain & improve performance of development control service                 | Possible    | Moderate | Amber      | Performance this year has improved substantially.                               |
| 17.Failure to improve web access and document management for DM.                            | Possible    | Moderate | Amber      | Investigation of possible systems underway                                      |
| 18.Failure to effectively manage sites for conservation                                     | Unlikely    | Minor    | Dark Green | All sites being reviewed against management objectives                          |
| 19.Risk of NPA activities having a negative impact on socio economic well-being of the area | Unlikely    | Moderate | Green      | Most activities support socio-economic well-being                               |
| 20.Incident involving a child or vulnerable person  | Unlikely    | Moderate | Green      | Staff training and risk assessments   |
| 21.Incident due to sale of faulty merchandise/food etc.                                     | Unlikely    | Minor    | Dark Green | Regular checks  |

|  |          |          |            |   |
|--|----------|----------|------------|---|
| 22.Failure to deliver Origins project  | Unlikely | Moderate | Green      | Project on target and on budget                                       |
| 23.Incident due to behaviour or action of staff or volunteers  | Unlikely | Moderate | Green      | Training & risk assessments   |
| 24.Vehicle/driver related incident   | Unlikely | Moderate | Green      | Training, regular vehicle checks and maintenance                      |
| 25.Incident due to inappropriate or offensive behaviour by member of public                          | Possible | Minor    | Green      | Staff training and risk assessments                                   |
| 26.Risk of loss of key documents etc.  | Unlikely | Moderate | Green      | Key documents kept in secure fire safes                               |
| 27.Risk of major IT failure or virus attack  | Possible | Severe   | Red        | Software systems and protection kept up to date                       |
| 28.Risk of lack of staff capacity or capability due to extra-ordinary events, extended sickness etc. | Unlikely | Moderate | Green      | Staff resources monitored   |
| 29.Risk of inaccurate GIS and other data for decision making   | Unlikely | Moderate | Green      | Improving data standards.   |
| 30.Failure to implement new HR system  | Possible | Moderate | Amber      | Data uploaded and in use within HR team - plan to roll-out in January |
| 31.Failure to implement new finance system   | Possible | Moderate | Amber      | Finance system due to go live in mid November                         |
| 32.Failure to allocate SDF funding   | Unlikely | Minor    | Dark Green | All funds for 2013/14 allocated                                       |
| 33.Risk of failure of phone system   | Unlikely | Severe   | Amber      | Regular maintenance and system upgrades                               |