

REPORT OF BUSINESS & PERFORMANCE MANAGER

SUBJECT: RISK REGISTER

Purpose of Report

This Report is to ask Members to confirm the Risk Register.

Introduction/Background

The management of risks is an important part of the overall governance of the Authority and Members have collective responsibility for ensuring risks are managed appropriately. Individual elements of the Risk Register are reviewed by the respective Performance Review Committees and the Risk Register is presented to the National Park Authority annually.

Summary Findings

The following Register (Appendix 1) lists each current risk, the likelihood and the impact of such an event, the actions the Authority is taking to mitigate the risk along with the officer with overall responsibility and the member allocated to monitor the risk. Only 5 of the risks are considered as high (red), 19 are medium (amber) and the remaining 30 are ranked as low (green).

Comparisons

None

Options

None

Financial considerations

The actions undertaken to mitigate risks are within existing approved budgets.

Risk considerations

No additional risks are involved.

Compliance

None

Human Rights/Equality issues

None

Biodiversity implications/Sustainability appraisal

None

Welsh Language statement

No additional implications.

Recommendation

Members CONFIRM the Authority's Risk Register.

Background Documents

Risk Register March 2013 - attached

(For further information, please contact Alan Hare)

Author: Alan Hare

Consultees:

Pembrokeshire Coast National Park Authority - Risk Register

Period: March 2013

Appendix 1

Risk	Probability	Impact	RAG	Mitigation/Actions	Owner	Member	Committee
01. Incident due to tripping hazard etc on Coast Path leading to claim	Unlikely	Severe	Amber	Coast Path Safety Statement 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	Charles Mathieson	Cllr Mike James	R&T
02. Incident due to tripping hazard etc on other paths leading to claim	Unlikely	Moderate	Green	RoWIP Routine maintenance – staff on paths most days Reports from staff, other agencies and public £25m public liability insurance	Charles Mathieson	Cllr M James	R&T
03. Incident due to falling trees or branches in our property	Unlikely	Moderate	Green	Tree management policy and procedures in place. Training for site managers. Rolling 3 year inspection on high risk sites. Additional inspection following dangerous weather conditions £25m public liability insurance	Charles Mathieson	David Ellis	R&T
04. Incident due to maintenance activities on sites, paths, grass cutting etc.	Unlikely	Moderate	Green	Risk assessment for operation and location Staff training, standard procedures, signs & barriers. £25m public liability insurance	Charles Mathieson	Cllr M James	R&T
05. Incident due to driver error/vehicle fault	Unlikely	Moderate	Green	All vehicles maintained to manufacturers recommendations Vehicles checked for roadworthiness Driver licence and vehicle documentation checks Staff driving assessed prior to driving members of public. Staff training. Insurance	Charles Mathieson	Cllr Alison Lee	A&CS
06. Incident due to condition on one of our properties or sites	Unlikely	Moderate	Green	Annual condition inspection Regular site visits for maintenance etc Prioritised annual maintenance programme with budget. Emergency repairs fund Alarms fitted and tested where practical £25m public liability insurance	Charles Mathieson	Cllr Bob Kilmister	R&T
07. Incident in connection with work done by volunteers	Unlikely	Moderate	Green	Risk assessment for operation and location Staff training £25m public liability insurance	Charles Mathieson	Cllr Paul Harries	R&T

08. Incident to school children / vulnerable people while involved in NPA provided activity	Unlikely	Moderate	Green	Risk assessment for operation and location CRB checks Child protection policy Staff training £25m public liability insurance Update procedures with legislation changes	Phil Roach	Cllr Paul Harries	R&T
09. Incident caused by livestock managed by NPA	Possible	Moderate	Amber	Grazing assessment for operation and location, formal licence agreement with livestock owners Staff training, insurance	Charles Mathieson	David Ellis	R&T
10. Incident caused by faulty merchandise, food etc provided by NPA	Unlikely	Moderate	Green	Reliable supply sources Merchandise group monitors products Insurance	James Parkin	Cllr Paul Harries	R&T
11. Incident caused by condition of NPA building	Unlikely	Moderate	Green	Annual condition inspection Regular site visits for maintenance etc Prioritised annual maintenance programme with budget Emergency repairs fund Alarms fitted and tested where practical £25m public liability insurance	Charles Mathieson	Cllr David Rees	R&T
12. Incident causing significant environmental damage	Unlikely	Severe	Amber	Environmental management systems in place Risk assessments for operation and location Staff training	Charles Mathieson	David Ellis	R&T
13. Risk of significant reduction in funding	Possible	Moderate	Amber	Identify potential cost savings and income generation Review all activities and prioritise. Zero based budget.	Tegryn Jones	Cllr Tony Brinsden	A&CS
14. Risk of loss of major NPA building due to fire etc	Unlikely	Severe	Amber	All buildings well maintained Security & fire alarm systems in place Insurance to cover some costs. Business Continuity Plans being prepared	Charles Mathieson	Ted Sangster	A&CS
15. Risk of failing to comply with Local Government Measure	Unlikely	Moderate	Green	Corporate Strategy prepared in line with WAO advice Performance systems being developed, benchmarking included. Working with WG to develop new indicators	Tegryn Jones	Cllr Rob Lewis	A&CS
16. Risk of major IT failure	Unlikely	Severe	Amber	Daily backup of data Backup email server in place Disaster recovery facilities in place on second site	Alan Hare	Alan Archer	A&CS
17. Risk of loss of key documents	Unlikely	Moderate	Green	Key documents in fire safe	Alan Hare	Cllr Rob Lewis	A&CS
18. Risk of major incident impacting on National Park	Unlikely	Moderate	Green	Major incident plan being reviewed and updated	Alan Hare	Chris Gwyther	A&CS
19. Risk of failing to deliver against Strategic Grant Letter	Unlikely	Moderate	Green	Report quarterly against targets Alternative approach being considered by WG	Tegryn Jones	Gwyneth Hayward	A&CS

targets							
20. Risk of flawed decision on planning application	Unlikely	Severe	Amber	Codes of practice & protocols including professional institute membership, Members Charter Member & staff training	Jane Gibson	Cllr Bob Kilmister	C&P
21. Risk of closure of pension fund	Unlikely	Moderate	Green	Monitor fund performance. Largely outside of NPA control.	Tegryn Jones	Chris Gwyther	A&CS
22. Oriel y Parc financial performance	Unlikely	Minor	Dark Green	Café licensed to third party. Merchandise sales improved, regular budget monitoring	Richard Griffiths	Ted Sangster	R&T
23 Failing to meet planning on Carew reception buildings	Unlikely	Minor	Dark Green	Project scheduled for completion by March 2013	James Parkin	Melinda Thomas	A&CS
25. Risk of poor partner relationships affecting joint working	Unlikely	Moderate	Green	Many examples of joint/shared working in place Continue to monitor	Tegryn Jones	Peter Morgan	A&CS
26. Reputational risk caused by accident	Likely	Severe	Dark Red	Work closely with insurance and legal representatives, consider press releases	Tegryn Jones	Cllr Tony Brinsden	A&CS
27. Accident claim exceeding insurance limit	Likely	Severe	Dark Red	Work closely with legal team and advisor	Tegryn Jones	Cllr Mike Williams	A&CS
28. Risk of failing to meet conditions of lease at Carew	Unlikely	Moderate	Green	Regular inspections and maintenance actions.	James Parkin	Ted Sangster	A&CS
29. Failure to comply with new Welsh Language Standards	Possible	Moderate	Amber	Review & update Welsh Language Scheme, staff training, recruitment	Tegryn Jones	Cllr David Rees	A&CS
30. Failure to comply with Equalities legislation	Possible	Moderate	Amber	Equality Plan adopted. Staff training commenced	Tegryn Jones	Chris Gwyther	A&CS
32. Risk of staff shortages in Direction due to special event or significant sickness etc	Unlikely	Moderate	Green	Monitor sickness, etc	Martina Dunne	Cllr Alison Lee	C&P
33. Risk of staff shortages in Delivery due to special event or significant sickness etc	Unlikely	Moderate	Green	Monitor sickness, etc	James Parkin	Cllr Reg Owen	R&T
34. Risk of staff shortages in corp srvc es due to special event or significant sickness etc	Unlikely	Moderate	Green	Monitor sickness, etc	Tegryn Jones	Cllr David Rees	A&CS
35. Risk of lack of capacity/skills of Direction staff for key work	Unlikely	Moderate	Green	Monitor skills requirements, assess training needs	Martina Dunne	Cllr Alison Lee	C&P
36. Risk of lack of capacity/skills for Delivery staff capacity/skills for key work	Unlikely	Moderate	Green	Monitor skills requirements, assess training needs	James Parkin	Cllr Reg Owen	R&T
37. Risk of lack of capacity/skills for Corp Svces staff for key work	Unlikely	Moderate	Green	Monitor skills requirements, assess training needs	Tegryn Jones	Cllr Reg Owen	A&CS

38. Failure to reduce CO2 emissions by 3% pa	Possible	Moderate	Amber	Regular reporting & implementing improvements Continue greening our buildings	Tegryn Jones	Cllr Lyn Jenkins	A&CS
39. Risk of poor decision making based on inaccurate GIS data	Possible	Moderate	Amber	Task group formed & preparing standards, guidance, training etc.	Martina Dunne	Cllr Peter Morgan	C&P
40. Risk of inappropriate or offensive behaviour by member of the public towards staff	Possible	Moderate	Amber	Risk assessments, staff training Register of problem areas. Record & monitor incidents	Tegryn Jones	Cllr Tony Wilcox	A&CS
41. Failure to provide affordable housing opportunities in accord with target	Likely	Moderate	Red	Scrutiny committee considering this topic. Current economic climate limiting residential development which funds affordable housing	Jane Gibson	Gwyneth Hayward	C&P
42. Risk of unpopular planning decision on high profile development	Possible	Moderate	Amber	Work closely with developers & stakeholders, communicate with community interest groups	Jane Gibson	Cllr Bob Kilmister	C&P
43. Failure to improve performance on speed of determining applications & provide quality service	Possible	Moderate	Amber	Three Parks Review of potential of joint working underway. New planning bill being drafted by WG.	Jane Gibson	Cllr Mike Williams	C&P
44. Risk of failing to introduce enhanced web access & document management in reasonable time	Possible	Moderate	Amber	PSBA access being introduced, Review of potential systems underway.	Alan Hare	Melinda Thomas	C&P
45. Incident caused by faulty merchandise, provided by Cilirhedyn	Unlikely	Moderate	Green	Careful design, quality control Merchandise group monitors products £25m public liability insurance	Charles Mathieson	Cllr Lyn Jenkins	R&T
46. Failure to deliver Origins project at Castell Henllys	Unlikely	Moderate	Green	Detailed project plan prepared. Close liaison with Cadw	James Parkin	Melinda Thomas	R&T
47. Failure to agree new SLA with National Museum on OYP	Unlikely	Minor	Dark Green	SLA agreed, Signed in Feb. Risk considered closed.	Tegryn Jones	Cllr Lyn Jenkins	R&T
48. Risk of intruder/virus attack on systems and website	Likely	Severe	Dark Red	High quality control systems. Frequent updates. Frequent monitoring of system logs	Alan Hare	Alan Archer	A&CS
49. Risk of PSBA project failing to deliver improvements	Unlikely	Moderate	Green	Close liaison with suppliers. Scheduled to complete by March 2013.	Alan Hare	Cllr Rob Lewis	A&CS
50. Failure of phone system	Possible	Severe	Amber	Maintenance contracts in place	Alan Hare	Alan Archer	A&CS
51. Risk of new HR system failing	Unlikely	Moderate	Green	Close liaison with supplier and IT team, & staff training	Alan Hare	Gwyneth Hayward	A&CS
52. Risk of new Finance system failing	Unlikely	Moderate	Green	Close liaison with supplier and IT team, staff training	Richard Griffiths	Cllr Tony Wilcox	A&CS
53. Failure to allocate and spend use all of SDF fund	Possible	Moderate	Amber	Promote SDF through radio, press, County Show and internally	Alan Hare	Cllr Mike Williams	A&CS

54. Risk of impact of budget cuts in partner organisations	Possible	Moderate	Amber	Liaise with partners, monitor changes – Cadw, PCC and others	James Parkin		A&CS
56. Risk of long term impact on National Park from climate change	Possible	Moderate	Amber	Climate Change Adaptation Report being drafted in line with WG guidelines	Jane Gibson		C&P