

REPORT OF FINANCE MANAGER

SUBJECT: RISK REGISTER

Purpose of Report

To ask Members to consider the latest risk register

The following risk register has been reviewed by both the Management and Leadership Teams and recent progress and changes noted. Significant changes in risks being:

- A report from Reservoirs Inspectors on the state of the Carew Mill causeway walls suggesting major repairs due within next 12 months.
- Coed Cymru have notified the Authority of their decision to withdraw from negotiations on Cilrhedyn site

No risks have been removed.

Recommendation

Members are asked to consider and comment on the risk register.

Background Documents

None

(For further information, please contact Richard Griffiths)

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PCNPA - AUTHORITY RISK REGISTER - June 2017

| | RISK | Likelihood | Impact | Current Risk Level | Target Risk | Trend this qtr | Type | Mitigation | Control/ monitoring | Progress Update |
|----|---|--------------|--------------|--------------------|-------------|----------------|-----------|---|--|--|
| 1a | Short Term Risk of significant reduction of funding from WG, other public sector funders, or grant schemes | Unlikely (1) | Severe (2) | Low (2) | Low (2) | ↓ | Strategic | Planned cost reduction, budget planning, increase local income and other external funding | Budget management & project financial planning | National Park grant confirmed on 19 January 2017 and approved nby members on 1 February 2017 |
| 1b | Medium to Long Term Risk of significant reduction of funding from WG, other public sector funders, or grant schemes | Probable (3) | Severe (3) | High (9) | Med (4) | ↔ | Strategic | Planned cost reduction, budget planning, increase local income and other external funding | Budget management & project financial planning | No indicative budget received making long term planning very difficult |
| 2 | Risk of failing to comply with new legislation - Future Generations Act Planning Act Environment Act etc | Unlikely (1) | Moderate (2) | Low (2) | Low (2) | ↔ | Strategic | Monitor legislation Liaise with WLGA, WAO, other NPAs, etc | Involved as Early Adopter, monitor progress of other authorities | Corporate Plan prepared to fit with Future Generations Well-being Goals. Piloting of new audit approach with WAO |
| 3 | Risk of failing to comply with current legislation | Unlikely (1) | Moderate (2) | Low (2) | Low (2) | ↔ | Strategic | Policies in place, assessment by WAO, reporting to review committees | Performance reports to Members, monitoring legislation | |
| 4 | Failure to comply with Welsh Language Standards | Unlikely (1) | Moderate (2) | Low (2) | Low (2) | ↔ | Strategic | Compliance notice sets out standards | Language working group progress reports to CMT | Two appeals successful. |

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| 5 | Risk of Review of Designated Landscape recommendations impacting on service delivery | Possible (2) | Moderate (2) | Med (4) | Low (2) | ↔ | Strategic/operational | To be determined | To be determined | Report due to be published on 15/3/17. |
| 6 | Failure to meet diversity requirements in Authority Membership | Possible (2) | Moderate (2) | Med (4) | Low (2) | ↔ | Strategic | Introduce mentoring for potential members | Report to WG | 3 mentees have commenced training |
| 7 | Risk of failing to meet WG policy requirements | Unlikely (1) | Moderate (2) | Low (2) | Low (2) | ↔ | Strategic | Regular liaison with WG, WLGA and NPW | Monitor policy changes | Agreed new accountability framework with WG |
| 8 | Risk of failing to maintain high levels of governance | Unlikely (1) | Moderate (2) | Low (2) | Low (2) | ↔ | Strategic | Member & officer training, Members' Charter, register of interests | No negative audit reports from WAO & internal audit or ombudsman investigations | Members' development strategy approved by NPA. Ten Members' self assessments now completed. |
| 9 | Risk of NPA activities having a negative impact on socio-economic well-being of the area | Unlikely (1) | Moderate (2) | Low (2) | Low (2) | ↔ | Strategic | Consultation & liaison on LDP review and other new policies | Membership of PSB, liaison with Pembs Tourism and other groups | LDP following expected timescale. |
| 10 | Risk of poor partner relationships affecting joint working | Unlikely (1) | Moderate (2) | Low (2) | Low (2) | ↔ | Strategic | Many examples of joint/shared working in place. Discussions with PCC, NRW and other NPAs to review opportunities | Reporting to NPA and Minister | Greater involvement with PSB on Future Generations and other matters. |
| 11 | Risk of long term impact from climate change | Possible (2) | Moderate (2) | Med (4) | Med (4) | ↔ | Strategic | Build mitigation into NPMP and other policies | Monitor impact | No recent changes |

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| 12 | Risk of disease or invasive species damaging biodiversity | Possible (2) | Moderate (2) | Med (4) | Med (4) | ↕ | Strategic | NPA has limited impact/control outside own property | Monitor | INNS project underway in Gwaun Valley involving local community volunteers. |
| 13 | Risk of significant damage due to bad weather | Possible (2) | Moderate (2) | Med (4) | Med (4) | ↕ | Financial | Regular site surveys. Woodlands inspected after high winds | Monitor and review properties etc. | Woodlands all inspected following any stormy weather |
| 14 | Risk of flawed decision on planning matters | Possible (2) | Moderate (2) | Med (4) | Low (2) | ↓ | Reputation | Codes of practice & protocols. Members Charter. Member & staff training, cooling-off period. Reserve in place to cover. | No. of approvals outside policy and decisions against recommendation | Previous risk of a judicial review removed. |
| 15 | Risk of failure to allocate all SDF grants | Unlikely (1) | Minor (1) | Low (1) | Low (1) | ↕ | Operational | Publicity, funding surgeries etc as required | Monitor funding and claims | SDF Officer actively engaged in promoting the scheme. |
| 16 | Risk of lack of staff capacity/skills for key work | Possible (2) | Moderate (2) | Med (4) | Low (2) | ↕ | Operation | Training programme planned around skills needed. Buy in expertise as required. | Project planning and reviews to identify potential/actual problems | Assessment of establishment figures show no reduction in front line staff and specialist staff |
| 17 | Risk of major incident affecting or involving NPA staff and resources | Unlikely (1) | Severe (3) | Med (3) | Low (2) | ↕ | Strategic | Monitor special events. Response plan in place. In contact with other agencies | Monitoring | Internal audit reviewed business continuity plans and suggest creation of a Business Continuity Group |
| 18 | Risk of loss of major NPA operational building due to fire or other damage | Unlikely (1) | Severe (3) | Med (3) | Low (2) | ↕ | Operation | All buildings well maintained. Security & fire alarm systems in place. Insurance to cover some costs | Annual inspections | see above |

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| 19 | Risk of causing significant environmental damage due to actions by NPA staff or on NPA property | Unlikely (1) | Moderate (2) | Low (2) | Low (2) | ↕ | Reputation | Risk assessments for operation and location in place, staff training. | Incident reporting & monitoring by H&S group and CMT. | IOSH training course completed. |
| 20 | Risk of major IT failure or virus attack etc | Unlikely (1) | Severe (3) | Med (3) | Med (3) | ↕ | Operation | Daily backup of data. Backup email server in place. Disaster recovery facilities in place on second site. Security updates installed as soon as available. | Monitor back up procedures and security logs. | Following an IT audit by Gateway it was consider that the risk were over statement. The risk level has accordingly been reduced from a High to a medium. |
| 21 | Risk of failure of phone system | Unlikely (1) | Severe (3) | Med (3) | Med (3) | ↕ | Operational | Maintenance contract in place | Monitor performance | Continue with maintenance contract. Reviewing replacement systems and costs. |
| 22 | Risk of loss of key documents | Unlikely (1) | Moderate (2) | Low (2) | Low (2) | ↕ | Financial | Key documents in fire safe, copies made, many also electronic copies. | Staff training and awareness. | Document Management system being implemented. |
| 23 | Risk of inaccurate GIS and other data for decision making | Possible (2) | Moderate (2) | Med (4) | Low (2) | ↕ | Operational | Upgrading to QGIS system to give improved controls and easier to use. | Review data standards | Staff training undertaken |
| 24 | Risk of failing to deliver approved LDP | Possible (2) | Moderate (2) | Med (4) | Low (2) | ↕ | Financial | Guidance from WG sets out process. | LDP working party | Consultations on delivery agreement, review report and sustainability appraisal complete. 4 community awareness workshops held. |

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| 25 | Risk of failure to maintain performance of DM service | Possible (2) | Moderate (2) | Med (4) | Low (2) | ↕ | Operational | New systems and procedures in place, staff training. Outsourcing used for peak workloads | Monitor & report performance | April to Dec performance was 76.28% within 8 weeks. |
| 26 | Failure to meet affordable housing targets | Probable (3) | Moderate (2) | High (6) | Low (2) | ↕ | Strategic | Affordable housing policies to be amended in LDP review | Monitoring | Continue monitoring - number of applications approved and refused. |
| 27 | Risk of failure to improve web access and document management for DM service | Possible (2) | Moderate (2) | Med (4) | Low (0) | ↓ | Operational | Difficult to implement with present planning system configuration. | Report to CMT | Document Management system being implemented. |
| 28 | Risk of failure to manage conservation sites to achieve service standard | Unlikely (1) | Minor (1) | Low (1) | Low (1) | ↕ | Operational | Sites monitored annually, management plans reviewed | Regular monitoring | Bids for additional funding submitted. |
| 29 | Risk of failure to meet service standard for RoWs | Unlikely (1) | Minor (1) | Low (1) | Low (1) | ↕ | Operational | Annual condition inspection of length Coast Path & routine inspections of inland paths. Insurance. | Monitor condition | Some capital grant available for 2016/7. |
| 30 | Risk of failing to meet Carew Castle long term lease obligations and maintenance especially on causeway and castle stonework | Possible (2) | Moderate (2) | Med (4) | Low (1) | ↑ | Financial | Regular inspections and maintenance actions. 60+ years remain on lease. | Annual work programme. Emergency works completed quickly | Reservoirs Inspectors report indicating significant repairs due in next 12 months |

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| 31 | Incident due to failure to adequately maintain and repair paths, sites and properties | Unlikely (1) | Moderate (2) | Low (2) | Low (2) | ↕ | Financial | Annual inspections of buildings & sites. Routine maintenance. Reports from staff, coast guard and public. Insurance | Implementation of annual work programme Emergency works completed quickly, Incidents reported to H&S group. Property Group | Annual inspection completed |
| 32 | Incident due to falling trees or branches in our property | Unlikely (1) | Moderate (2) | Low (2) | Low (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 | Repair work will be completed following winter storms |
| 33 | Incident due to driver error/vehicle fault | Unlikely (1) | Moderate (2) | Low (2) | Low (2) | ↕ | Financial | All vehicles maintained to manufacturers recommendations. Vehicles checked for roadworthiness. Driver licence and vehicle documentation checked. Staff driving assessed. Staff training | Regular vehicle checks. Annual check of drivers' licences. Accidents involving Authority vehicles reported to H&S group. | Monitoring vehicle damage following a slight increase. Reviewing how to check driving licences now that paper no longer available. |
| 34 | Incident caused by or to staff or volunteers | Unlikely (1) | Moderate (2) | Low (2) | Low (2) | ↕ | Financial | Risk assessment for operation and location. Staff training. £25m public liability insurance. Adequate briefing for each volunteer event | Review of risk assessments. Review of staff training requirements. Incidents reported. | No recent changes |

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| 35 | Incident to school children/vulnerable persons while involved in NPA provided activity, work experience etc. | Unlikely (1) | Moderate (2) | Low (2) | Low (2) | ↕ | Financial | Risk assessment for operation and location. DBS Checks. Child protection policy. Staff training. £25m public liability insurance | Review of risk assessments. Incidents reported. | No recent changes |
| 34 | Incident caused by faulty merchandise, food etc provided by NPA | Unlikely (1) | Moderate (2) | Low (2) | Low (2) | ↕ | Financial | Reliable supply sources. Merchandise group monitors products. £25m public liability insurance | Incidents reported | No recent changes |
| 35 | Incident caused by livestock managed by NPA | Possible (2) | Moderate (2) | Med (4) | Med (4) | ↕ | Financial | Risk assessment for operation and location, Staff training, £25m public liability insurance | Incidents reported to H&S officer | Audit undertaken undertaken by internal safeguarding leads |
| 36 | Cilrhedyn Woodland Centre transfer to Coed Cymru | Possible (2) | Moderate (2) | Med (4) | Med (4) | ↑ | Financial | The Woodland centre's operating costs continued to fall in the last financial year reducing ongoing exposure | Coed Cymru notified the Authority of decision to withdraw from negotiations | Further options for the site to be reviewed |
| 37 | Impact of BREXIT | Possible (2) | Severe (3) | High (6) | Med (4) | ↕ | Strategic/ Financial / Operational | The full impact of funding and legislative changes on the Authority are unknown. However the Authority currently has no directly funded European projects. | The longer term significance of the brexit decision will be constantly reviewed | No recent changes |
| 38 | Adverse reaction to the consultation on the Provision of Information | Possible (2) | Moderate (2) | Med (4) | Med (4) | ↕ | Strategic/ Financial / Operational | Public meetings have been arranged in both Newport. Discussion ongoing with town council and other groups | Monitor public opinion through the process | NPA agreed 6 month timescale to present alternative plans |