

| | |
|-----------------------|-------------------|
| Project Name | Local Plan Review |
| Project Manager | Mike Hase |
| Project End Date | May-23 |
| Risk Register Version | v2 |
| Date prepared | 14/08/20 |

Scoring system key

| | | |
|------------|---|-----------------|
| Likelihood | 5 | Highly likely |
| | 4 | Likely |
| | 3 | Forseeable |
| | 2 | Unlikely |
| | 1 | Rare occurrence |

| | | |
|--------|---|--------------|
| Impact | 5 | Catastrophic |
| | 4 | Severe |
| | 3 | Moderate |
| | 2 | Minor |
| | 1 | Negligible |

| | | | | | | |
|------------|---|--------|----|----|----|----|
| | | Impact | | | | |
| Likelihood | 1 | 1 | 2 | 3 | 4 | 5 |
| | 2 | 2 | 4 | 6 | 8 | 10 |
| | 3 | 3 | 6 | 9 | 12 | 15 |
| | 4 | 4 | 8 | 12 | 16 | 20 |
| | 5 | 5 | 10 | 15 | 20 | 25 |

1-4 = Low risk
5-9 = Medium risk
10-16 = High risk
20-25 = High risk

| Risk category | Risk ID | Risk | Pre-mitigation | | | Mitigation | Post-mitigation | | | |
|--|---------|--|----------------|------------|------|---|-----------------|------------|------|----|
| | | | Likelihood (L) | Impact (I) | Risk | | Likelihood (L) | Impact (I) | Risk | |
| | | | Min score | 1 | 1 | | 1 | Min score | 1 | 1 |
| | | | Max score | 5 | 5 | 25 | Max score | 5 | 5 | 25 |
| External Procurement | P1 | Preparation of Specifications not completed on time as a result of Coronavirus | 3 | 3 | 9 | Ensure that whole team involved in the preparation process | 2 | 2 | 4 | |
| | P2 | Tender Submissions - Not Returned within timescales | 3 | 3 | 9 | Extend Timescales or provide sufficient time based upon discussions with consultants | 2 | 2 | 4 | |
| | P3 | Tender Submission - Significantly Exceed Budgetary Estimates | 2 | 3 | 6 | Utilise more of Local Plan Reserve | 1 | 2 | 2 | |
| | P4 | Tender Submissions - Consultants cannot complete within timescales envisaged | 3 | 3 | 9 | Ensure that Specifications are appropriate to needs of the Local Plan Review | 2 | 2 | 4 | |
| Internal Review Process & Statutory Requirements | IR1 | Sites not accessible for site visits | 3 | 3 | 9 | Site Assessment work undertaken as desktop exercise | 2 | 2 | 4 | |
| | IR2 | Insufficient sites identified to meeting future housing requirement | 2 | 4 | 8 | Duty to Co-operate engaged - adjacent local planning authorities contacted to see if they have capacity. | 2 | 2 | 4 | |
| | IR3 | If Engaged Duty to Co-operate agreement cannot be reached with adjacent local planning authorities | 3 | 4 | 12 | Commence early discussions with relevant local planning authorities to ensure that agreement can be reached in a timely manner | 2 | 3 | 6 | |
| | IR4 | Delayed delivery of laptops to replenish staff | 3 | 4 | 12 | Requisition of other staff's laptops to meet Planning Policy priorities | 2 | 2 | 4 | |
| Plan Preparation | PP1 | Delay in preparation of evidence base | 3 | 3 | 9 | Project Management of Consultants to ensure preparation timetable adhered to | 2 | 2 | 4 | |
| | PP2 | Delay in preparation of LDS & SCI | 3 | 3 | 9 | Keep human resources under review to ensure that there is adequate staffing to complete within timescales | 2 | 2 | 4 | |
| | PP3 | LPWG does not agree to recommend LDS & SCI for approval to Council | 3 | 4 | 12 | Early engagement with Members prior to LPWG | 2 | 3 | 6 | |
| | PP4 | Council does not agree LPWG Recommendations on LDS & SCI | 3 | 4 | 12 | Early engagement with Members prior to Council | 2 | 3 | 6 | |
| | PP5 | Unanticipated Significant Changes to Planning Policy Guidance and/legislative changes | 2 | 4 | 8 | Ensure that there are contingency measures in place - discuss with MHCLG realistic solutions | 2 | 2 | 4 | |
| | PP6 | Public Consultation results in over whelming number of representations at all stages | 3 | 3 | 9 | Utilise online resource such as Survey Monkey to assist with the analysis of representations and enter manual representations as received | 2 | 3 | 6 | |
| | PP7 | Delay in preparation of Pre Submission Draft | 3 | 3 | 9 | Keep human resources under review to ensure that there is adequate staffing to complete within timescales | 2 | 3 | 6 | |
| | PP8 | LPWG & Council do not agree contents of Pre Submission Draft Local Plan | 3 | 4 | 12 | Early engagement with Members before LPWG & Council | 2 | 3 | 6 | |
| | PP9 | Delay in commencement of Public Consultation on Pre Submission Draft Local Plan | 2 | 4 | 8 | Ensure that there are contingency measures in place - discuss with MHCLG realistic solutions | 2 | 2 | 4 | |
| | PP10 | Delay in preparation of Draft Submission Plan | 3 | 4 | 12 | Keep human resources under review to ensure that there is adequate staffing to complete within timescales | 2 | 3 | 6 | |
| | PP11 | Council does not agree to submission of Local Plan | 3 | 5 | 15 | Early engagement with Members prior to Council | 3 | 3 | 9 | |
| | PP12 | Inspector does not agree DTC been met - plan review is delayed | 3 | 5 | 15 | Ensure timely preparation of DTC Statement with all relevant local planning authorities | 3 | 3 | 9 | |
| | PP13 | Examination in Public Delayed by unforeseen circumstances | 3 | 3 | 9 | Identify with PWS contingency measures - if not already in place. | 2 | 3 | 6 | |
| | PP14 | Multiple & Complex Main Modifications require additional time to prepare | 3 | 3 | 9 | Liaise with Inspector throughout the EIP to ensure no hidden surprises in the modifications | 2 | 2 | 4 | |
| | PP15 | Council does not agree to Adoption of Local Plan | 3 | 5 | 15 | Early engagement with Members prior to Council | 2 | 3 | 6 | |