

Appendix 5 – Local Plan Risk Register

Risk	Triggers	Consequences	RAG (Red = 9+ Amber = 4-8 Green 0-3)	Current Risk Score (4 is high and 1 is low)	Likelihood	Overall score	Target score (following mitigation)	Mitigation Method	Lead Officer
Programme delays or stalls	Political change (national) – a further general election prior to adoption of the new Local Plan results in a new government which may bring in significant changes to current policy and statutory requirements for plan making process	Failure to meet the Council's statutory duty to have an up-to-date Local Plan within programme timeframes that have been established at the start of the project		4	4	16	8	Keep abreast of planning press and ministerial announcements following any election	Project manager
	Political change (borough) - following the Mayoral and ward elections in 2018 there is a change of Mayor and/or political make-up of the Council	Political priorities shift and new Cabinet members take time to get up-to-speed with key issues, or require substantial amendments to the Local Plan		4	3	12	6	Set up regular briefing sessions with Mayor, Lead Member and Cabinet members to identify key issues	
	Delays in internal procurement process	Procurement of additional evidence or support for EiP is delayed		4	3	12	6	Close working with procurement colleagues	
	Poor governance structure	Project milestones slip and expectations of politicians and senior officers are not met		4	2	8	4	Establish clear governance structure during project initiation and agree this with project sponsor	

	Poor project management (e.g. resources and time management)	Project milestones slip and expectations of politicians and senior officers are not met		4	2	8	4	Regular and ongoing monitoring by the project manager
	Resourcing and changes to personnel in lead and contributing/supporting teams	Project milestones slip and expectations of politicians and senior officers are not met, or expertise is lost prior to EiP		4	4	16	8	Setting realistic project timeframes and rigorous monitoring and contingency
Failure to deliver the vision to meet both political and community aspirations	Poor communication with locals and the community	Lacking political and key stakeholders' support for vision and policy direction, leading to strong objections and challenges at examination stage		2	2	4	2	Ensure the governance structure clearly reflects the reporting process, which involves members
	Poor presentation of the Regulation 19 consultation documents	Lacking political and key stakeholders' support for vision and policy direction, leading to strong objections and challenges at examination stage		2	2	4	2	Prepare an engagement and consultation strategy during the scoping stage and keep it under review
Failure to fulfil the duty to cooperate	Poor communication with stakeholders and neighbouring authorities	The plan will be found unsound during the examination which will delay delivery of the programme		2	2	4	2	Liaise with neighbouring authorities to ensure that strategic cross-boundary issues are identified and any cross-boundary impacts are assessed prior to EiP

		The Council's reputation may be damaged by poor media coverage		2	2	4	2	All the actions following discussions with neighbouring authorities should be evidenced alongside the plan making process
Poor presentation of the final published documents	Inadequate time and resources allocated to this part of project results in failure to produce well-branded documents	Impacts negatively on the reception of the document		3	1	3	2	Allocation of adequate time and financial resources for high quality desktop publishing of document as part of project plan
Failure to develop a comprehensive evidence base to support the Local Plan	Inadequate time and resources allocated to this part of the project	The plan will be found unsound during the examination which will delay delivery of the programme		4	2	6	3	Close working with council colleagues and stakeholders throughout project to ensure all evidence base requirements have been identified

	Failure to have fully identified all necessary evidence base requirements and emergence of new evidence base requirements	The plan will be found unsound during the examination which will delay delivery of the programme		4	2	6	3	Close working with council colleagues and stakeholders throughout project to ensure all evidence base requirements have been identified
	Failure to secure sufficient budget to commission all necessary additional evidence or external support to defend the Local Plan at EiP	The plan will be found unsound during the examination which will delay delivery of the programme		4	2	6	3	Close working with council colleagues and stakeholders throughout project to ensure all evidence base requirements have been identified
Failure to have fully understood current legislation and requirements for policies during drafting stages	Submission of weak policies that are challenged at Regulation 19 consultation and EiP	The plan will be found unsound during the examination which will delay delivery of the programme		4	2	6	3	Experienced project managers in place to lead on policy areas