

Appendix A - Risk Register

No	Risk Title	Consequences	Overall inherent risk score	Risk Assessment form completed?	Desired risk score	Mitigating actions to achieve desired risk score
13	Planning reforms- delay to NPPF or significant changes to the approach as set out in the December 2022 consultation. Ministerial commitments to the transition periods amid uncertainty around the outcomes of NPPF (housing numbers and GB)	Exceptionally challenging to meet the transitional arrangement- with potential for missed deadline and need to restart under new arrangements. Validity of some evidence base questioned and new evidence with additional costs.	20	N	Medium	Continue to liaise with members to keep them informed of any changes and timescales for reform; ensure flexibility within new evidence base commissions and budgets. Submission of response to the government's consultation with strong opposition to the deadlines imposed in light of uncertainty regarding the NPPF finalisation.
32	Green Belt - Evidence	Delay to the critical path of evidence production and resulting impact upon local plan production and consultation process. Including any delays to the procurement process or changes in scope of the work, resulting from direction or outcomes of NPPF consultation. Including development of evidence base options with differing implications for the outputs of the work in relation to spatial strategy decisions and local plan options.	20	Y	Medium	Project management approach, regular evidence base check ins, ensuring consultants and internal deadlines are met.
5	Change in political administration or direction from administration	Delay or revisiting key aspects of the local plan, failure to meet the 'transitional arrangements' as proposed within the Levelling Up and Regeneration Bill	15	?	Medium	Working will all members to gain understanding and awareness of the local plan and the process. Regular member briefings.
7	Project management- timetable for local plan document, evidence and supporting documentation slips	Delay to the local plan consultation and failure to meet deadlines	12	N	Medium	Regular project management meetings between PPM and PPOs; regular updates of timetable
8	Staffing- further changes in staff numbers or loss of hours; unexpected absences	Delay to timetable, health and wellbeing implications for team	12	N	Low	Regular team meetings, 1:1s, effective file management and installation of a 'buddy' system, risk management escalation; utilising contractor staff
11	DTC issues	Failure to demonstrate DTC at examination or other issues raised prior to in consultations; issues with neighbouring boroughs	12	N	Medium	Developing a robust PM system, new DTC grid and legal compliance toolkit at an early stage
20	Consultation database, GDPR and privacy notice issues	Failure of management of the database	12	N	Medium	Liaising with legal, keeping them informed of current process, setting dates/timeframes for consultation database review/refresh
22	Lack of design/conservation support	Lack of dedicated internal staff offering this support could lead to matters being missed in local plan, design code or decision-making compromised	12	N	Medium	Continual review of and flagging of matters relating to conservation and design- review of the design code work programme and resource requirements
24	Lower Thames Crossing	Stepping outside alignment with the KCC position either existing or new administration	12	N	Medium	Raising awareness across the organisation and regular briefings on the LTC situation
25	HRA, AQ Evidence- Evidence	Delay to the critical path of evidence production and resulting impact upon local plan production and consultation process	12	N	Medium	Project management approach, regular evidence base check ins, ensuring consultants and internal deadlines are met
26	SA	Delay to the critical path of evidence production and resulting impact upon local plan production and consultation process	12	N	Medium	Project management approach, regular evidence base check ins, ensuring consultants and internal deadlines are met
27	EDNS - Evidence	Delay to the local plan production and consultation process; lack of consultant support, failure to deliver the study to time	12	N	Medium	Project management approach, regular evidence base check ins, ensuring consultants and internal deadlines are met
28	SFRA, L1 and L2 - Evidence	Delay to the local plan production and consultation process; Not PPG compliant as data is not available; not yet known the number of sites to be assessed which could extend cost or length or work programme. With impacts on other workstreams.	12	N	Medium	Project management approach, regular evidence base check ins, ensuring consultants and internal deadlines are met
30	HCA- Evidence delay	Delay to the critical path of evidence production and resulting impact upon local plan production and consultation process	12	N	Medium	Project management approach, regular evidence base check ins, ensuring consultants and internal deadlines are met
31	Spatial Strategy	Delay to the critical path of evidence production and resulting impact upon local plan production and consultation process	12	N	Medium	Project management approach, regular evidence base check ins, ensuring consultants and internal deadlines are met
35	Transport Modelling	Delay to the critical path of evidence production and resulting impact upon local plan production and consultation process	12	N	Medium	Project management approach, regular evidence base check ins, ensuring consultants and internal deadlines are met
37	Amended or escalating costs of evidence base	Changes to the scope, timing or number of iterations of the evidence base requirements incurring additional costs; or amended requirements of national policy	12	N	Medium	Regular financial management procedures, ensuring contracts are in place, strict project management controls