

Annex 2

Risk Register - 23/24

Risk Management Guidance (tmbc.gov.uk)

No	Risk Title	Consequences	Date identified	Likelihood Score	Impact score	Overall inherent risk score	Risk Assessment form completed?	Desired risk score	Mitigating actions to achieve desired risk score	Risk escalation date	Risk Owner	Date closed	Action required/ by	Review Date
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 Act	03/02/2023	5	4	20	N	Medium	Working will all members to gain understanding and awareness of the local plan and the process. Regular member briefings. External legal and technical advice obtained to communicate to members.	03/03/2024	Philip James		31/05/2024	27/05/2024
7	Project management- timetable for local plan document, evidence and supporting documentation slips	Delay to the local plan consultation and failure to meet deadlines	03/02/2023	3	4	12	N	Medium	Regular project management meetings between PPM and PPOs; regular updates of timetable	n/a	Philip James		31/05/2024	27/05/2024
8	Staffing- further changes in staff numbers or loss of hours; unexpected absences	Delay to timetable, health and wellbeing implications for team. Delay in appointment in permanent Planning Policy Manager.	03/02/2023	5	4	20	N	Medium	Regular team meetings, 1:1s, effective file management and installation of a 'buddy' system, risk management escalation; utilising contractor staff. Smart recruitment policy and investigation of specialist support.	n/a	Philip James		31/05/2024	27/05/2024
11	DTC issues	Failure to demonstrate DTC at examination or other issues raised prior to in consultations; issues with neighbouring boroughs	03/02/2023	3	4	12	N	Medium	Developing a robust PM system, new DTC grid and legal compliance toolkit at an early stage	n/a	Philip James		31/05/2024	27/05/2024
20	Consultation database, GDPR and privacy notice issues	Failure of management of the database	02/03/2023	3	4	12	N	Medium	Liaising with legal, keeping them informed of current process, setting dates/timeframes for consultation database review/refresh	n/a	Philip James		31/05/2024	27/05/2024
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.	13/02/2023	4	3	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. Grant awarded from the Planning Skills and Delivery Fund to progress review of conservation areas. Funding anticipated April/May 24 onwards.	n/a	Philip James		31/05/2024	27/05/2024
24	Lower Thames Crossing	Stepping outside alignment with the KCC position either existing or new administration	16/03/2023	3	3	9	N	Medium	Raising awareness across the organisation and regular briefings on the LTC situation. The examination has now closed and the panel recommendation is awaited.	n/a	Bart Wren		31/05/2024	27/05/2024
25	HRA, AQ Evidence- Evidence	Delay to the critical path of evidence production and resulting impact upon local plan production and consultation process	31/03/2023	3	4	12	N	Medium	Project management approach, regular evidence base check ins, ensuring consultants and internal deadlines are met	n/a	Philip James		31/05/2024	27/05/2024
26	SA	Delay to the critical path of evidence production and resulting impact upon local plan production and consultation process	31/03/2023	3	4	12	N	Medium	Project management approach, regular evidence base check ins, ensuring consultants and internal deadlines are met	n/a	Philip James		31/05/2024	27/05/2024
27	EDNS - Evidence	Delay to the local plan production and consultation process; lack of consultant support, failure to deliver the study to time	31/03/2023	4	3	12	N	Medium	Project management approach, regular evidence base check ins, ensuring consultants and internal deadlines are met	n/a	Philip James		31/05/2024	27/05/2024
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.	31/03/2023	3	4	12	N	Medium	Project management approach, regular evidence base check ins, ensuring consultants and internal deadlines are met	n/a	Philip James		31/05/2024	27/05/2024
31	Spatial Strategy	Delay to the critical path of evidence production and resulting impact upon local plan production and consultation process	31/03/2023	4	4	16	N	Medium	Project management approach, regular evidence base check ins, ensuring consultants and internal deadlines are met. Dissemination and approval by members.	n/a	Philip James		31/05/2024	27/05/2024
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 with different implications for the outcome of	31/03/2023	3	4	12	Y	Medium	Project management approach, regular evidence base check ins, ensuring consultants and internal deadlines are met.	03/03/2024	Philip James		31/05/2024	27/05/2024
35	Transport Modelling	Delay to the critical path of evidence production and resulting impact upon local plan production and consultation process	31/03/2023	4	4	16	N	Medium	Project management approach, regular evidence base check ins, ensuring consultants and internal deadlines are met	n/a	Philip James		31/05/2024	27/05/2024
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	27/06/2023	4	3	12	N	Medium	Regular financial management procedures, ensuring contracts are in place, strict project management controls	n/a	Philip James		31/05/2024	27/05/2024
39	Transition arrangements for plan making maintained and formally confirmed	Exceptionally challenging to meet the transitional arrangement- with potential for missed deadlines and the need to restart under new arrangements. This would have cost implications as some of the evidence base might not be able to be used, and would require updating. Validity of some evidence base questioned and new evidence with additional costs. Currently the government are stating that plans commencing under the new system would be put into phases or tranches, which could mean that the council would not be permitted to commence plan making again until an undisclosed future time period.	28/12/2023	5	4	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.	03/03/2024	Philip James		31/05/2024	27/05/2024