

Risk Assessment to accompany the Local Development Scheme 2016-19

There are a number of potential risks that could affect the council's ability to achieve key milestones. Whilst it is difficult to say if and when such risks may occur, the following factors could have a significant impact and may result in a need to review the LDS:

Risk	Impact on timetable	Likelihood (assuming no mitigation)	Impact and likelihood without mitigation	Mitigation	Impact, and likelihood, with mitigation
Staffing					
Budget pressures constraining level of staff resources, vacancies or other absence.	3	3	9	Seek to fill vacancies and cover planned long term absence. Could use agency staff at peak times or use consultants for additional elements of work but this would depend on budget.	6
Limited availability of other relevant council staff.	3	3	9	Seek input from other teams as early as possible and ensure Heads of service briefed through LT.	6
Insufficient wider engagement/ corporate buy-in	3	2	6	Ensure Planning Policy team is represented on relevant forums and engages with LT/ELT at key stages	4
External input/influence					

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Other organisations timetables and resources affecting ability to comply with Duty to Cooperate on strategic issues. Several agencies have already told us they no longer have the resources to comment on individual plans and instead offer guidance notes or checklists on what they expect Local Plans should contain.	3	3	9	Use checklists where provided and liaise directly with relevant organisations where specific input is required.	6
Political Issues					
Political decisions across the wider area resulting in failure to reach agreement on wider than local issues through Duty to Cooperate.	4	3	12	Raising key issues at the earliest opportunity and maintaining an ongoing dialogue.	10
Changing political priorities within the council	3	2	6	No mitigation required.	6
Political timetable and lead in times to decision making process. Risk of decision being called in.	2	2	4	No mitigation required	4
Further changes to the planning	3	4	12	Not within our control, but we	10

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system.				can keep up to date with changes.	
Procedural Risks					
Failure of soundness tests	4	2	8	Self assess compliance and take note of other examinations – particularly within the local area.	6
Procedural omissions	Minor 2	3	6	Always check requirements	4
	Significant 2	2	8		4
Other risks					
IT problems/failure	2	4	8	Being addressed at corporate level	8
Emergencies affecting Town Hall/staff	2	1	2	Council has an emergency plan. Documents are stored electronically and staff are set up for home working.	2

Impact on Timetable Key:

- 4 Potential need to start again
- 3 Delay of over a year
- 2 Delay of up to a year
- 1 Minor delay