

Risk Register

Service: Regulatory

Key Objective: Ref. No. 1			Key Objective: Ref. No. 2			Key Objective: Ref. No. 3			Key Objective: Ref. No. 4			Key Objective: Ref. No. 5				
One effective and efficient database system across the partners			Effective and efficient Business Continuity arrangements in place			Maintain our capacity to achieve service delivery			Effective and efficient contract arrangement for dog control			Robust arrangements in place in relation to obtaining legal advice and monitoring legislative changes				
Responsibility:		SJ	Responsibility:		SJ	Responsibility:		SJ	Responsibility:		SJ	Responsibility:		SJ		
Associated Key Risk(s)			Associated Key Risk(s)			Associated Key Risk(s)			Associated Key Risk(s)			Associated Key Risk(s)				
Delays in procuring new single WRS IT System			Major Power failures or other reasons that access to Wyatt House is not possible			Major staff sickness (e.g. flu pandemic)			Pest and Dog Control contractors cease operations			Loss of Major Court Case				
Migration of the seven to one may be expensive. Could involve large scale data cleansing						Unable to recruit or retain suitably qualified staff			Lack of kennelling for stray dogs			Need to ensure the legal vires of the service doing what is required by constituent authorities, to				
Significant training needs to enable staff to input information accurately												There may be large on-going cases that could have significant impact on the finances of the new service if they are not won.				
Question whether there will be sufficient expertise within the new structure to support the migration plan																
Current			Acceptable			Current			Acceptable			Current			Acceptable	
Impact	Likelihood		Impact	Likelihood		Impact	Likelihood		Impact	Likelihood		Impact	Likelihood		Impact	Likelihood
High	Low		Low	Low		Medium	Low		Medium	Low		Medium	Low		Medium	Low
Risk Colour (Score)			Risk Colour (Score)			Risk Colour (Score)			Risk Colour (Score)			Risk Colour (Score)			Risk Colour (Score)	
AMBER (3)			GREEN (1)			GREEN (2)			GREEN (2)			GREEN (2)			GREEN (2)	

Action Ref.	Rating	Actions / Improvements	Action Ref.	Rating	Action / Improvements	Action Ref.	Rating	Action / Improvements	Action Ref.	Rating	Action / Improvements	Action Ref.	Rating	Action / Improvements
1.1	High	Design specification correctly and on time	2.1	Low	Mobile / flexible working equipment for all staff	3.1	Low	Have business continuity plan in place	4.1	Medium	Design specifications contracts correctly and on time	5.1	Medium	Legal advice to be sought throughout the entire process using internal and external lawyers according to the information required.
1.2	High	Follow procurement process in timely fashion	2.2	Low	Have business continuity plan in place	3.2	Medium	Active participation regional, sub regional groups by team members	4.2	Medium	Follow procurement process in timely fashion	5.2		
1.3	High	Ensure sufficient in-house support for system maintenance and	2.3			3.3			4.3	Medium	Restructure dog warden service	5.3		
1.4			2.4			3.4			4.4			5.4		

Key Objective: Ref. No. 6				Key Objective: Ref. No. 7				Key Objective: Ref. No. 8				Key Objective: Ref. No. 9				Key Objective: Ref. No. 10			
Robust arrangements in place to respond to an environmental incident/disaster				Effective and efficient budgetary control				Service provision complies with Government requirements				Achieve stable levels of contribution from partner authorities,				Host provides high quality support services to ensure effective service provision			
Responsibility:		SJ		Responsibility:		SJ		Responsibility:		SJ		Responsibility:		MB		Responsibility:		KD	
Associated Key Risk(s)				Associated Key Risk(s)				Associated Key Risk(s)				Associated Key Risk(s)				Associated Key Risk(s)			
Major infectious disease, incident or animal disease outbreak				Failure to maintain effective budgetary control				Criticism or intervention by Government if they are unhappy with service provision				Level of support from constituent authorities for Regulatory Services will vary due to variations in income				Failure of HR/ Finance support			
												Residual Costs				Failure of ICT support			
																Cost of hosting may increase and level of support required may not be met resulting in the service performance being affected.			
Current		Acceptable		Current		Acceptable		Current		Acceptable		Current		Acceptable		Current		Acceptable	
Impact	Likelihood	Impact	Likelihood	Impact	Likelihood	Impact	Likelihood	Impact	Likelihood	Impact	Likelihood	Impact	Likelihood	Impact	Likelihood	Impact	Likelihood	Impact	Likelihood
High	Low	High	Low	Medium	Low	Medium	Low	Low	Low	Low	Low	Medium	Low	Medium	High	Medium	High	Medium	Low
Risk Colour (Score)		Risk Colour (Score)		Risk Colour (Score)		Risk Colour (Score)		Risk Colour (Score)		Risk Colour (Score)		Risk Colour (Score)		Risk Colour (Score)		Risk Colour (Score)		Risk Colour (Score)	
AMBER (3)		AMBER (3)		GREEN (2)		GREEN (2)		GREEN (1)		GREEN (2)		AMBER (3)		GREEN (2)		RED (6)		GREEN (2)	

Action Ref.	Rating	Action / Improvements	Action Ref.	Rating	Action / Improvements	Action Ref.	Rating	Action / Improvements	Action Ref.	Rating	Action / Improvements	Action Ref.	Rating	Action / Improvements
6.1	Medium	Maintain emergency plans for foreseeable incidents	7.1	Medium	Monthly monitoring of budgets	8.1	Low	Ongoing liaison with Government stakeholders	9.1	High	Partners conform with legal agreement on budgetary cost	10.1	Medium	Maintain ongoing liaison with host authority
6.2			7.2	Low	Regular report to Management Board	8.2			9.2			10.2	Medium	Ensure Management Board informed of significant failings
6.3			7.3			8.3			9.3			10.3	High	Host authority to deal with issues in a timely fashion
6.4			7.4			8.4			9.4			10.4		

Key Objective: Ref. No. 11				Key Objective: Ref. No. 12				Key Objective: Ref. No. 13				Key Objective: Ref. No. 14			
Minimise any perceived or real democratic deficit				Effective communication with internal partners				Development where possible of harmonised approach to service delivery by partners				Business transformation to deliver required cost savings			
Responsibility:		MB/JC		Responsibility:		SJ		Responsibility:		MB		Responsibility:			
Associated Key Risk(s)				Associated Key Risk(s)				Associated Key Risk(s)				Associated Key Risk(s)			
Local Member / Citizen identifies or perceives lack of democratic accountability for new service				Communication / interface with other services								service delivery problems			
												Cuts in front line services			
Current		Acceptable		Current		Acceptable		Current		Acceptable		Current		Acceptable	
Impact	Likelihood	Impact	Likelihood	Impact	Likelihood	Impact	Likelihood	Impact	Likelihood	Impact	Likelihood	Impact	Likelihood	Impact	Likelihood
Low	Medium	Low	Medium	Low	Low	Low	Low	Low	Medium	Low	Medium	Medium	High	Medium	Low
Risk Colour (Score)		Risk Colour (Score)		Risk Colour (Score)		Risk Colour (Score)		Risk Colour (Score)		Risk Colour (Score)		Risk Colour (Score)		Risk Colour (Score)	
GREEN (2)		GREEN (2)		GREEN (1)		GREEN (1)		GREEN (2)		GREEN (2)		RED (6)		GREEN (2)	

Action Ref.	Rating	Action / Improvements	Action Ref.	Rating	Action / Improvements	Action Ref.	Rating	Action / Improvements	Action Ref.	Rating	Action / Improvements
11.1	Medium	Ensure good communications back to the constituent authorities	12.1	Medium	Ongoing liaison with relevant parts in partner councils (eg Planning)	13.1	Medium	Have clear scripting for Customer Service staff so that they know the different provisions in each district	14.1	High	Clear timetable for application of systems thinking in all areas
11.2	Low	Ensure all publicity pushes the joint nature of services	12.2			13.2	Medium	Gradually move towards a more standardised approach within the demands of individual local authorities	14.2	High	Implement changes in timetable
11.3	Low	Maintaining "localism" into the operational delivery	12.3			13.3			14.3	Medium	Effective communication with staff around change procedures
11.4			12.4			13.4			14.4	Medium	Regular reports to Management Board