

Appendix 2. Risk Register

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Pre-app charges for listed buildings	Introduction of fees	Drop off in numbers of listed building pre-app enquiries	Introduction of pre-app charges for listed buildings	Risk of corresponding increase in inadequate submissions and more refusals.	11/08/15	Ian Marshall	2	2	N/A	N/A	2	2	Level of charges has been set at a reasonable level so as not to discourage discussions	Monitor level of enquiries to detect any drop-off. Consider any amendment to level of fees.				Ian Marshall
Pre-app charges for listed buildings	Introduction of fees	Developers, property owners may be more likely to just go ahead and do work without getting consent.	Introduction of pre-app charges for listed buildings	Properties placed at risk, and officer time and financial resources tied up dealing with enforcement cases	11/08/15	Ian Marshall	3	1	N/A	N/A	3	1	Risk is considered low as this would be unlawful and liable to prosecution.	Monitor number of incidents of unlawful works, and consider impact of fee introduction				Ian Marshall
Pre-app charges for listed buildings	Introduction of fees	Inability of the Council to meet performance standards and customer expectations and provide a high quality service	Introduction of pre-app charges for listed buildings and householders	Increased customer dissatisfaction and numbers of complaints. Service not fit for purpose.	11/08/15	Ian Marshall, Niko Grigoropoulos	3	3	N/A	N/A	3	2	Applicants need to feel that they are getting value for money and that the advice is delivered in a timely and efficient manner.	All pre-app enquiries to be recorded in Uniform, tracked, and officer performance monitored. Consider adequate level of resource available				Ian Marshall, Mehdi Rezaie, Edward Oteng
Planning applications	Increase of fees. Introduction of new pre-app fees for householder applications	Reduction in numbers of requests for planning pre-app advice	Increase in planning pre-app fees and introduction of new pre-app fees for householders	Risk of corresponding increase in invalid, inadequate and unacceptable submissions. More refusals and appeals	13/08/15	Niko Grigoropoulos	2	2	N/A	N/A	2	2	Level of charges remains at a reasonable level so as not to discourage pre-app discussions	Monitor level of enquiries, and numbers of refusals and appeals. Continue applying validation lists				Mehdi Rezaie, Edward Oteng

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