

Appendix 3: Risk Register					Highway Agency Agreement													
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
Highway Agency Agreement	The start date in the agreement has a relatively short lead time.	T	The start date in the agreement has a relatively short lead time.	Delayed start to agreement.	Feb 18	S Howick	3	3	3	3	2	2		We have excellent relationships with our supply chain that can deliver the necessary resources.	01/04/2018			S Hatton
	Insurance liability.	T	Potential increased liability due to extending the extent of network.	Increased number and value of claims.	Feb 18	S Howick	3	4	3	4	2	3		Ensure necessary cover is in place with insurance provider and robustly defend claims.	01/04/2018			A Nash
	Incident response out of hours.	T	Increased liability associated with increased road network.	Potentially increase out of hours resource.	Feb 18	S Howick	4	3	4	3	2	2		Integrate and extend responsibilities with existing out of hours arrangements. Review incident numbers and requests.	Ongoing			S Hatton
	Transfer of County staff via TUPE arrangements.	T	County staff don't transfer.	Recruit additional staff externally.	Feb 18	S Howick	3	2	3	2	2	1		Review capacity within exiting resource, ensure key tasks are delivered in short term with supply chain.	01/04/2018			S Hatton
	Health and Safety.	T	Working on unfamiliar areas of the road network.	Potential increased risk due to traffic flows.	Feb 18	S Howick	4	3	4	3	4	2		Risk Assessments in place. Use of competent staff. Effective training and supervision. Compliant with traffic management requirements.	Ongoing			S Hatton
	Performance.	T	Unable to achieve service standards within specified timescales.	Unable to achieve KPIs.	Feb 18	S Howick	3	4	3	4	2	2		Ensuring performance metrics are achieved. Results overseen by the County Councils Performance Scrutiny Committee.	Ongoing			S Hatton
	Scope of work.	T	Extent of work exceeding budget availability.	Unable to deliver extent of work requirements.	Feb 18	S Howick	3	4	3	4	2	2		Robust monitoring of budget and output requirements. Seek additional funding from County Council in extenuating circumstances.	Ongoing			S Hatton
	Reputation.	T	Public unhappy with service.	Council reputation suffers.	Feb 18	S Howick	3	3	2	2	2	2		Ensure good communication with public so that they understand the scope and limitations of new arrangements. Maintaining good records, submitting robust bids for additional funding.	Ongoing			S Hatton

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