

# Appendix 4

## Risk Assessment

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	
Unexpected delays	There is potential for unanticipated delays in document production.	Threat	Delays may be a result of a number, or combination, of factors (for example, agreement between different councils might be difficult to achieve, external agencies or consultants may be unable to fit in with timescales, issues may be more complex to understand/resolve than anticipated, or there may be a lack of resources available to complete the programme).	LDS timescales for document production are not met.	02.08.18	Head of Service	3	3					Compliance with JSSP LDS timescales will be reported in the City Council's Annual Monitoring Report.	Maintain awareness of potential causes of delay-maintain continuous contact with consultants and managers to check necessary resources are in place and work is being produced to detailed work programmes.	Ongoing throughout the lifetime of the LDS as required				
Changes to the planning system at the national level	Changes to national legislation, policy and guidance may alter the process that needs to be followed, or may mean that the focus or approach needs to be altered.	Threat	Changes to national legislation, policy and guidance by Central Government.	LDS timescales for document production may not be met.  The LDS may need to be amended if additional documents need to be reviewed in order to maintain compliance with national policy.	02.08.18	Head of Service	2	4					Compliance with LDS timescales will be reported in the City Council's Annual Monitoring Report.	Maintain awareness of potential changes at the national level as they arise so that appropriate responses can be planned in advance in order to minimise negative impacts.	Ongoing throughout the lifetime of the LDS as required				
SCI becomes out-of-date	If the SCI becomes quickly out of date then a knock-on effect would be that it could potentially affect a policy document being approved by an Inspector at independent examination.	Threat	The cause of the risk is continued national changes in legislation and regulations affecting the planning system	Processes and procedures that may not fully comply with current legislation or regulations, potentially causing difficulties at examination.	02.08.18	Head of Service	2	3	2	3	2	2		Mitigation proposed is to set out many of the details in supporting guidance that can be more easily updated	When the SCI is adopted, and ongoing review thereafter				Head of Service
Appropriate resources	Consultation processes on both planning applications and planning policy documents will have budgetary implications which need to reflect the scale/nature of consultation envisaged	Threat	Expectations in relation to the level of consultation may exceed the resources which have been allocated	It would have negative implications for the reputation of the City Council and Growth Board if consultation did not match stated expectations because of budgetary constraints. Likewise there would be adverse financial consequences if spending outstripped the available budgets	02.08.18	Head of Service	3	3	3	3	3	2		Budget is available from the Growth Board for production of the JSSP within scope.	When the SCI is adopted, and annual review thereafter				Head of Service

This page is intentionally left blank