

# Appendix 3

Risk Assessment

Title	Risk Description	Opp/threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Control description	Controls			Action Owner	
							I	P	I	P	I	P			Due date	Status	Progress %		
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).	If delay cannot be absorbed, may need to review the timetable moving forward		Head of Service	3	3					Compliance with JSSP LDS timescales will be reported in the 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 project as required.				Head of Service
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.		Head of Service	2	4					Compliance with LDS timescales will be reported in the 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 project as required.				Head of Service
Appropriate resources	Plan Production will have budgetary implications which need to reflect the scale/nature of plan envisaged.	Threat	Expectations may exceed the resources which have been allocated.	It would have negative implications for the reputation of the Council and Growth Board if the plan did not match stated expectations because of budgetary constraints. Likewise there would be adverse financial consequences if spending outstripped the available budgets.		Head of Service	3	3	3	3	3	2		Budget is available from the Growth Deal for production of the JSSP within Scope. Any costs over and above will be subject to further agreement from the Oxfordshire Authorities.	Regular Review				Head of Service

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