**Appendix 3: Risks associated with the next stages of the Oxfordshire Plan**

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| **Issue** | **Impact** | **Level of risk** | **Mitigation** |
| **Further changes to national planning policy and guidance** | * Could require an early review of the plan * Uncertainty over role, status and timing of the Cambridge Oxford Arc Spatial Framework * Consistency with national planning policy is a soundness test (Oxfordshire may be required to meet unmet needs from neighbouring authorities) | High | * Agree on transitional arrangements * Written agreement about the consistency of the plan with the spatial framework * Undertake self-soundness test. |
| **Ensuring close alignment and integration with Local Plan reviews** | * Conformity issue - the Oxfordshire Plan needs to be produced in a timely manner to help inform and run alongside Local Plan reviews * Enable Local Plans to support the delivery of the Oxfordshire Plan | High | * Agree on work programme and the commissioning of joint evidence * Update the Local Development Scheme to help inform/steer Local Plan review timescales when appropriate |
| **Ensuring the duty to cooperate is demonstrated throughout the production of the plan** | * Need to ensure compliance with the statutory duty * Need to ensure effective plan making | Low | * Need to maintain a close working relationship with neighbouring authorities and other prescribed bodies. * Ensure prescribed bodies are continuously involved (as outlined in the Statement of Community Involvement) * Prepare statements of common ground and a duty to cooperate statement |
| **Resourcing due to changes to personnel and/or increased workload in response to consultation responses and changes to policy or legal requirements** | * Availability of qualified and skilled planning officers with the required specialist knowledge * Maintaining a fully resourced team * Risk of overspend - costs of commissioning new technical evidence * Risk of timetable slippage | Medium | * Sharing costs of preparing evidence * Consider use of consultants if financial resources allow * Keep the timetable up to date and under regular review |
| **Unknown impact of covid-19 pandemic, including future restrictions** | * Staff sickness / loss of support * Team morale * Lack of face-to-face engagement * Risk of timetable slippage | Medium | * The team are set up to work from home, and most activities can be successfully carried out from home * Stakeholder engagement will be carried out online wherever possible but in accordance with the Statement of Community Involvement * New and innovative ways of engagement will be employed. |
| **Continuous and ongoing member and stakeholder engagement to secure sufficient buy-in** | * Need to ensure effective, coordinated and timely oversight and governance among the six Oxfordshire authorities LPAs, in view of long lead-in times * Need to achieve agreement of key partners at all key stages and on plan strategy and content | Medium | * Regular updates on progress to Future Oxfordshire Partnership * Coordination of meetings * Innovative use of online tools * Hold joint collaborative workshops as part of ongoing engagement * Effective duty to cooperate discussions |
| **Maintaining an up-to-date evidence base** | * Interdependencies and sequencing - evidence feeds into other technical work (e.g. modelling) * Relationship with Local Plans and other development plans documents * Complexity of technical work * Ensuring compliance with statutory requirements | Medium | * Evidence needs specialist advice from consultants * Set up consultant summits to discuss sequencing of evidence * Prepare background papers |
| **Risk of timetable delays** | * Operational delay / management of the plan making process (e.g. governance arrangements) * Achieving the agreement of the five councils * Ensuring a sound and legally compliant plan before progressing to examination * Risk of examination delays (e.g. appointment of planning inspector) * Unexpectedly high volume of representations | Medium | * Management structures and oversight * Close working among partner organisations * Regular reports to Future Oxfordshire Partnership and any amendments made to the timetable agreed with the   [Department for Levelling Up, Housing & Communities (DLUHC)](https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwi0j-nq4sr1AhWhoFwKHXX6CIgQ6F56BAgGEAE&url=https%3A%2F%2Ftwitter.com%2Fluhc%3Fref_src%3Dtwsrc%255Egoogle%257Ctwcamp%255Eserp%257Ctwgr%255Eauthor&usg=AOvVaw1KrfOGA8ClM7qMuVuXDRqq)   * Agree the examination timetable with the Planning Inspectorate and appoint a programme officer to support the administration of the examination as early as possible |