Appendix 3 - Risk Register

Title	Risk Description	Opps/Threat	Cause	Consequence	Date Raised	Owner	Control description	Due date
Inadequate research and data collection	Inadequate research and data collection	Threat	Insufficient time allocated for research, lack of access to relevant information.	Inaccurate or incomplete information in the appraisal leading to potential misinterpretation of the area's significance and potential negative impacts on future planning decisions.	June 2018	Head of Service	Allocate sufficient time and resources for research and data collection. Produce a list of available information sources and ensure access to relevant data. Engage qualified consultants. Implement a quality control checking process to verify the accuracy and completeness of the collected data. Regular meetings with the consultants will be held. A thorough list of existing	Particularly important in Phase 1 and the first 3 months.

							resources will be provided in a shared library.	
Lack of stakeholder engagement		Threat	Failure to involve all relevant stakeholders in the appraisal process.	Limited understanding of their perspective, potential opposition or lack of support for the appraisal, loss of trust and future effective relationships potentially undermined.	June 2018	Head of Service	Develop a stakeholder engagement plan that identifies key stakeholders and outlines strategies for their involvement. Conduct regular meetings, workshops and public consultations to gather input and feedback. Ensure stakeholders are informed about the progress and outcomes of the appraisal document.	Ongoing throughout the lifetime of the project as required and particularly at the consultation stages and prior to adoption.

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. Lack of Council staff time to feed into the consultant's work.	Delays in the production process, compromised quality of the appraisal or inability to complete the appraisal within the proposed timeframe. 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.	June 2018	Head of Service	The budget available for this project covers the consultant's fee in response to the project brief. Any costs over and above this will be subject to further agreement from the Head of Service.	Regular Review

Coordination and communication with the consultants	Lack of coordination and communication	Threat	Poor communication among team members or failure to communicate effectively with stakeholders	Misunderstandings, delays or conflicts during the production process, potentially leading to compromised quality or missed deadlines.	June 2018	Head of Service	Establish effective communication channels and protocols within the project team. Regular catch ups and open lines of communication. Progress reports and timely responses to enquiries.	Regular Review
Key staff changes	Staff leaving or change in/ending contract with consultant	Threat	Staff departures, change of consultants or end of contract with consultants	Loss of consistency, knowledge, decision making and confidence.	June 2018	Head of Service	Ensure excellent document filing, project management update, briefing notes.	Regular review