

Summary of Risks Added to the Risk Profile at August 2014 Review

APPENDIX A

No	Service Unit	Sub-unit	Potential Risks and Consequences - What Might Happen?	Hazards What are the causes?	Risk Likelihood 1-5 where 1 is low	Risk Impact 1-5 where 1 is low	Raw Score as identified in CRAM	Risk Control Measures currently in place	Risk Likelihood 1-5 where 1 is low	Risk Impact 1-5 where 1 is low	Total Score - Taking account of current control measures	Do Risk Control Measures currently in place reduce the Risk sufficiently	Additional Measures that could be implemented to reduce the Risk further	Resource Requirement	Planned implementation date	Officer responsible
	Legal & Democratic	Monitoring & Democratic services	Failure to implement Individual Electoral Registration leading to IER not going live in Autumn 2014	Software failure -inability to import/export data.□ Staff absence□ lack of training software/enquiries□ Being overwhelmed by volume of enquiries	4	4	16	Increased management involvement and supervision□ Support from other LAs□ Training for contact centre staff□ Use of temporary staff	3	3	9	Yes	Training more staff on the use of the electoral management system to provide greater reliance if key staff are absent		Ongoing	ERO/DRO
	Planning & Regeneration	Craven Pool	Building potentially vulnerable to intruders leading to malicious damage and break ins. Including financial loss.	Secluded location.	4	2	8	Range of security measures including Intruder alarm protection. CCTV	4	2	8	no	Expansion to CCTV and further additional enhanced security measures	identify budget for improvements	End Sept 14	Pool Manager
	Director of Services	skipton Developments	In respect of Granville Street, developers no longer financially viable leading to CDC not realising the level of capital receipt that is anticipated.	Developers in financial difficulty.	3	4	12	In depth financial checks carried out on developers. Granville St site has transferred to developers and work commenced. Development Agreement continues to provide security until final payment received. Bond in place for Granville St final payment.	2	4	8	yes				Asset & Property Manager
	Director of Services	skipton Developments	Inability to proceed with Horse Close site in accordance with Development Agreement leading to further delays in site development and realisation of a potential capital receipt.	Non agreement on site valuations	3	3	9	Developer has been provided with CDC valuation. Maintaining dialogue between developer and District Valuation to reach agreement.	3	3	9	no	Go for independent arbitration/valuation	staff time	Ongoing	Asset & Property Manager

Summary of Risks Deleted from Risk Profile at August 2014 Review

No.	Service Unit	Sub-unit	Potential Risks and Consequences What Might Happen?	Hazards What are the causes?	Risk Likelihood 1-5 where 1 is low	Risk Impact 1-5 where 1 is low	Raw Score as identified in CRAM	Risk Control Measures currently in place	Risk Likelihood 1-5 where 1 is low	Risk Impact 1-5 where 1 is low	Total Score - Taking account of current control measures	Do Risk Control Measures currently in place reduce the Risk sufficiently	Additional Measures that could be implemented to reduce the Risk further	Resource Requirement	Planned implementation date	Officer responsible
20	Director of Services	Car parks	Potential serious/fatal injury to car park attendants as a result of armed robbery leading to failure of collection service due to staff concerns/fears over safety , loss of cash, effects on other staff and members of public. THIS RISK IS DELETED AS COLLECTION SERVICE NOW CONTRACTED OUT.	Armed robbery	3	4	12	Staff undergo armed raid training and are aware of risks. Times and days of collections are varied. increased frequency of box emptying . Mobile phones Personal attack alarms Evaluating options for future delivery of cash collecting & counting service	2	4	8	yes				Car Park Manager
40	Director of Services	PR/comms	CDC fails to deliver on their responsibilities associated with the Tour De France coming through Craven district including additional hub activities leading to loss of reputation. THIS EVENT WAS SUCCESSFULLY DELIVERED AND NO LONGER RELEVANT	Insufficient time/resource to deliver. Numbers of visitors underestimated.	3	4	12	See Detailed Risk Register for Tour de France	0	4	0	no	See Detailed Risk Register for Tour de France	staff time .Funding of £87K approved for delivery	on-going to summer 2014	Partnerships & Communications Manager
41	Director of Services	skipton Developments	Failure of Skipton Developments project leading to financial loss, loss of reputation, public objections, investment risk. THIS RISK IS REPLACED BY 2 FURTHER NEW RISKS	Poor project management. Inadequate appraisal/evaluation. Ineffective communication/publicity.	3	5	15	Detailed risk register completed for this project covering current control measures in place	2	4	8	no	Detailed risk register completed for this project covering additional measures.		on-going	Director Services & Project Manager
76	Legal & Democratic	Legal Services & Elections	Electoral Registration – Failure to implement individual electoral registration (IER) leading to IER not going live in Craven district Autumn 2014 THIS RISK IS REPLACED BY REWODED NEW RISK	Loss of data Failure by Publishers Unable to obtain all data in time	4	4	16	IER Risk Register in place Working with Electoral Commission & Cabinet office to minimise risk. Transitional funding from Cabinet office to assist with implementation	2	4	8	yes	Application for additional funding from Cabinet offices' transitional funding support			Legal Services Manager/ERO
108	Planning & Regeneration	Museum	Grant Claims not submitted on time or at all resulting in loss of income, poor track record with funders, damage to CDC reputation THIS RISK NO LONGER CONSIDERED RELEVANT	Staff Absence /shortage of staff Lack of support from other Departments Too many grants claims required on same date	3	3	9	Permanent Collections & Interpretations Officer in post. Accountant has clear timetable for grant submissions Good relations, regular funders	2	3	6	yes			Sep-12	SM Planning & Regeneration
111	Planning & Regeneration	museum	Uncertainty over long term sustainability of museum and tourist information Services resulting in possible closure or reduced service provision. THIS RISK IS NO LONGER RELEVANT	inability to produce sufficient income and savings	2	3	6	Options appraisal has been carried out, this service is tied up with future options being considered for the town hall building. Lottery funding applications being undertaken. Income targets in place for TIC	2	3	6	yes				SM Planning & Regeneration