RISK ASSESSMENT FOR POLICIES / STRATEGIES

The risk assessment should be completed by the Responsible Policy Officer and should be used as part of the decision making process in determining if the policy is viable for the Council.

What are the risks to the Council in implementing this new policy? *(The tables below should be used to identify and assess ALL risks to the Council in implementing the strategy / policy).*

Name of Policy / Strategy	Active Travel Strategy 2
Lead Officer (Name and Position)	Christopher McGeough Land Planning Policy Officer, Transport

Risk	Likelihood Score (L)*	Impact Score (I)*	Risk Rank = (Lx I)	Acceptable Risk Yes/ No
1. COVID-19 restrictions could disrupt usual methods of consultation.	4	1	4	Yes
2. Low levels of engagement from the public in strategy development	2	3	6	Yes
3. Consultation could generate strong opinions on the value of specific projects.	3	3	9	Yes
4. Council priorities and service capacity could affect timescales involved in producing the strategy.	2	3	6	Yes
5. Lack of Council resource in delivering the committed actions and initiatives	2	3	6	Yes
6. Issues in gathering external funding to deliver projects	1	3	3	Yes
7. Political and public opinions and attitudes may change over time.	3	3	9	Yes

* See Risk Assessment Criteria on following page for scores.

Risk Ranking Key:

HIGH= **Unacceptable level** of risk to the Council. Either additional controls are adopted to reduce the risk or policy should not be approved	Score =12 & above	MEDIUM = **Acceptable**, policy should be approved but with frequent monitoring of the risks to ensure no negative impact to the Council.	Score = 4-11	LOW = Acceptable level of risk for the Council	Score =4 or below

What are the potential impacts to the Council and its objectives if the above risks occur?	1. This is likely to occur but will not provide significant impact due to the ability to engage in other ways. 2. This could reduce the evidence available to the Council to progress actions that are publically acceptable. 3. This could result in reputational damage from groups and individuals who are in favour or opposed to further active travel projects. This could result in issues for delivering individual projects and the overall objectives of the strategy. 4. This would delay the production of the strategy but would not have long term implications. 5. This would harm the ability of the Council to deliver individual projects and overall objectives of the strategy. 6. This would harm the ability of the Council to deliver individual projects and overall objectives of the strategy. 7. This could mean projects included within the strategy are not delivered, harming the delivery of the overall objectives.

Identify and list Controls in place to manage risks associated with the implementation of the new policy.

CONTROL NAME	DESCRIPTION	OWNER
1. Conduct consultation remotely using online tools and video sessions while being available for phone calls. Print low number of materials for library connect and collect services.	Use of tools such as commonplace and Microsoft Teams as well as engaging online material can reduce the need for physical contact.	Land Planning Policy
2. Far reaching consultation will be carried out as far as practicable in line with COVID-19 restrictions.	Periods of consultation and ways to get involved will be publicised widely in line with the consultation strategy.	Land Planning Policy
3. Consult with a wide number of groups	Targeted consultation will be carried out amongst the usual groups but the aim of	Land Planning Policy

	and encourage those who don't normally respond to engage with this piece of work.	this work will be to encourage a more diverse response including from young people. This will include enhanced social media activity.	
4.	Build in flexibility to the project management timetable.	Increasing the time for cross-service activities and project board/team sign-off points will allow a more robust timetable to be put in place from the start.	Land Planning Policy
5.	Produce a priority hierarchy within the strategy.	A priority hierarchy which prioritises which routes and public ideas should be developed will be considered within the development of this strategy. This will take deliverability and feasibility issues into consideration to ensure public resources and staff time is focused on projects that can maximise the benefits to the local area.	Land Planning Policy / Traffic and Transport
6.	Deliver an action plan based on extensive local evidence base and priority hierarchy.	Producing a strategy based on evidence will show a coherent well thought out plan which can demonstrate to funders why projects should be supported and the benefits they can deliver.	Land Planning Policy / Traffic and Transport
7.	As much detail on specific projects will be included in the Draft ATS as possible to ensure views on individual projects are gained to assist with individual project delivery.	Where appropriate, details and locations will be included to generate local interest to gather views that can help delivery teams plan for implementation.	Land Planning Policy / Traffic and Transport

If the risk score is 12 or above and the decision is made to implement the policy, list the additional measures required to reduce the risk to an acceptable level?

ACTION	OWNER	TARGET DATE
1.		
2.		
3.		
4.		
5.		

RISK ASSESSMENT CRITERIA

IMPACT

	Catastrophic	Significant	Serious	Marginal	Insignificant
	5	4	3	2	1

Likelihood		
Almost Certain	5	Review Risk in Great Detail. Amend Strategy to Reduce / Avoid
Very Likely	4	
Likely	3	Develop Contingency Plans. Monitor Risk Development
Unlikely	2	
Rare	1	Maintain record of Risk, consider adequacy of control measures.

Likelihood			Impact	Score
Level	**Descriptor**	**Descriptions**		
5	Almost Certain	The event is expected to occur in most circumstances	Catastrophic	5
4	Very Likely	The event will probably occur in most circumstances	Significant	4
3	Likely	The event might occur at some time	Serious	3
2	Unlikely	The event is not expected to occur	Marginal	2
1	Rare	The event may occur only in exceptional circumstances	Minor	1

Impact Scores & Descriptors	1	2	3	4	5
LIFE	Minor injury to employee, service user, public.	Lost time due to employee injury, small compensation claim from service user or public.	Serious injury to employee, service user, public, council liable	Number of significant injuries to employees, service users or public	Single or multiply Fatality within council control, fatal accident inquiry.
PROPERTY	Minor disruption to building, alternative arrangements already in place. Below insurance claim threshold	Marginal damage, covered by insurance.	Loss of use of building for medium period of time, no alternative arrangements in place.	Significant part of building out of action for prolonged period of time, alternative Accommodation required.	Complete loss of building, rebuilding required, prolonged temporary accommodation needed
BUSINESS CONTINUITY	No operational difficulties, back up support in place, security level acceptable.	Reasonable back up arrangements in place. Minor downtime of service / system	Security, support and performance of service / system deemed to be borderline. Some downtime realised.	Significant impact on service provision / loss of service. Frequent service / system interruption	Complete inability to provide system / service prolonged downtime no backup in place
REPUTATION	Minor impact to council reputation no interest to press	Some public embarrassment no damage to reputation or to service users.	Local adverse public embarrassment leading to limited	Regional / National adverse publicity, loss of confidence in the organisation	Highly damaging adverse publicity, loss of confidence, Scottish

			damage, elected members become involved.		Government and / or Audit Scotland involvement.
FINANCE	0.5% Budget	0.5-2% Budget	2-3% Budget	3-5% Budget	>5% budget