

**NATIONAL PARKING ADJUDICATION SERVICE JOINT COMMITTEE
EXECUTIVE SUB COMMITTEE**

REPORT FOR RESOLUTION

DATE: 29th January 2008
AGENDA ITEM Number 10
SUBJECT: Risk Register
REPORT OF: The Lead Authority
On behalf of the Advisory Board

PURPOSE OF REPORT

The Annual Governance Report for the period 2005/06 recommended the establishment of a Risk Register

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Note the contents of the Risk Register
- [ii] Receive the findings of the annual review of the Risk Register at future meetings of the Executive Sub Committee.

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BACKGROUND DOCUMENTS

The Annual Governance Report 2005/06.

1.0 THE RISK REGISTER

- 1.1 The Annual Governance Report for the period 2005/06 recommended the introduction of a Risk Register to capture the Joint Committee's significant business risks. This document supplements the organisation's Business Continuity Plan.
- 1.2 The Risk Register set out in Table 1 has been developed utilising the framework adopted by the Lead Authority.
- 1.3 The Risk Register will be reviewed on an annual basis and findings from that review will be reported to the meeting of the Executive Sub Committee.

**National Parking Adjudication Service Risk Register
January 2008**

Rank	Risk Description	Consequence Description	C	L	Risk Rating	Existing Control Descriptions	A/R	Lead
1.	Unforeseen fluctuations in income	Inability to meet financial obligations	3	3	9	Audit figures on which to base forecasts. Reserve in place	A	LH
2.	Integrity and independence questioned	Adverse public relations Loss of confidence by public Judicial Review	3	3	9	Communications Strategy Roles and Responsibilities clearly defined Procedures in place for handling press enquiries.	R	LH/CS AB
3.	Change in government policy	Change in direction for traffic regulations/adjudication	3	2	6	Establishing and maintaining dialogue with relevant government departments, responding to consultation, participation in working groups	A	CS/LH
4.	Lack of awareness amongst public	Appeals are not made when there may be a case. Inappropriate cases are made. Communication with NPAS at premature stage	2	3	6	Introduction of Communications Team and Communications Strategy Development of PATROL web site	R	LH
5.	Inability of IT to meet requirements of national tribunal	Reduced effectiveness and efficiency for tribunal, councils and appellants. Breach of security Reduced performance	3	2	6	Commissioning of more integrated IT structures. Constant review of existing practices Business Continuity Plan ¹	R	LH/CS /JE
6	Loss of key supplier	Could disrupt tribunal functioning and development	3	2	6	Broadbase of suppliers and steps taken to increase knowledge transfer between supplier and tribunal, where appropriate.	A	LH/JE/ JG
7.	Political Imbalance of Joint Committee	Political bias to Joint Committee decisions	2	2	4	Monitoring of membership/attendance	A	LH

8.	Loss of key members of management and staff	Disruption to operations Management of vacancies Project and operational targets affected	2	2	4	Clearly defined roles Documented procedures Arrangements for temporary cover	A	CS/LH
9.	Insufficient adjudicator/staff resources to meet demand	Inability to meet targets Pressure to reach decisions may result in increased judicial review	2	2	4	Monitoring of demand and performance Adjudicator recruitment Staff development and recruitment	A	CS/LH
10.	Health and Safety Breach	Risk to welfare of adjudicators, appellant, staff Disruption to tribunal operation	2	2	4	Health and Safety policy in place. Procedures in place for handling suspect packages. Procedures for monitoring threat through media Business Continuity Plan in place.	A	LH
11	Unforeseen Judicial Review	Disruption to workload and in more extreme circumstances workload being paralysed.	3	1	3	Trained adjudicators. Boundary Spanning	A	CS/AB

C = Consequence
3 = severe disruption
2 = moderate disruption
1 = minimal impact

L = Likelihood
3 = Highly likely to occur
2 = Moderately likely to occur
1 = Unlikely to occur

Risk Rating = consequence multiplied by likelihood

A = Accept Risk with controls in place
R = Reject on the basis that further work is required to strengthen controls

Note 1 The Risk Register should be read in conjunction with the NPAS Business Continuity Plan