Harbour & Marine Services Risk Register 2009 (targets taken from the Harbour & Marine Services balanced scorecard)

	r Focused	e Services Risk Register 2009 (targets tak	ter from the flarbour & Marine Serv	noco bulanoca soc	recoura,			Current Ris	k Score									1	reated Risk	k Score
Risk No	Date Assessed - Reviewed	Target/ Objective/ Decision at risk	Risk Description, Threat: What could happen to affect this, Cause: How could it happen	Probability and Proximity Description (How likely is it to happen? When is it likely to happen?)	Impact description, what could the impact be?	Control measures (SPAR Projects & Pl's)	Probability Score	Impact Score	Risk Score	Risk Rating. 1-4-L 6-9=M 2-16=H	Risk Increasing Static Decreasing	Person Responsible for managing each control measure	Risk Owner (Overall responsibility) Client Owner Commissioner	Additional control measures required	Resources Required	Date th	reated Probability (How will his reduce the likelihood of the event happening?)	Probability Score	Impact Score	Risk Rating. 1-4-L 6-9=M 12-16=H
1	22/10/09	To encourage local prosperity  Capitalise on Torbay's maritime setting	Major oil pollution. Lack of political or management will. Lack of engagement from the stakeholders. Change of Political Priority. Change in Harbour Governance arrangements.	Unlikely	Reduced number of maritime events. Significant medium term impact on tourism. Loss of reputation - bad PR.	Produce a schedule of Maritime Events. Maintain an OPRC Plan and undertake oil pollution exercises. Keep staff qualified in oil pollution response.	1	4	4	L	$\leftrightarrow$	Kevin Mowat Paul Labistour Adam FitzPatrick	Kevin Mowat Charles Uzzell  Kevin Mowat Charles Uzzell							
2	22/10/09	Support for the local economy and economic growth	Built infrastructure deteriorating. Lack of political or management will. Relocation/reduction of demand.	Unlikely	Reduced economic benefit	Produce a schedule of Maritime Events. To provide visitor moorings. Maintain competitive charging regime.	1	3	3	L	$\leftrightarrow$	Kevin Mowat Paul Labistour Adam FitzPatrick	Kevin Mowat Charles Uzzell							
3	22/10/09	Regeneration of the enclosed harbours of Brixham, Paignton and Torquay	Reduced options for external funding. Lack of political or management will. Lack of commitment from partners.	Possible	Poorer built environment. No new infrastructure. Missed investment opportunities.	To deliver Brixham Fishmarket Phase 1 and Phase 2	2	3	6	М	$\leftrightarrow$	Kevin Mowat Paul Labistour	Kevin Mowat Charles Uzzell							
4	22/10/09	Enable a strong and sustainable Fishing Industry	Damaging impact of the Common Fisheries Policy. Poor supporting infrastructure. Lack of political or management will. Lack of commitment from partners. Change of Political Priority. Fire. Flood, Storm.	Possible	Lower fish toll income. Inability for the harbour account to service prudential borrowing. Premises unsafe/unusable for extended period. Loss of reputation.	Monitor Brixham Harbour Fish Tolls. To deliver Brixham Fishmarket Phase 1 and Phase 2	2	4	8	М	$\leftrightarrow$	Paul Labistour	Kevin Mowat Charles Uzzell							
		To engage with the community and harbour users	3										Kevin Mowat Charles Uzzell							
5	22/10/09	To consult with all relevant user groups and stakeholders	Lack of political or management will. Lack of engagement from the stakeholders. Lack of clarity of purpose and methodology for developing community engagement.	Unlikely	Loss of reputation.	To hold quarterly meetings with harbour users and stakeholders. Use established user groups and Community Partnerships to consult on specific issues.	1	2	2	L	$\leftrightarrow$	Kevin Mowat Paul Labistour	Kevin Mowat Charles Uzzell							
6	22/10/09	To provide an open, accountable and transparent management of Tor Bay Harbour	Lack of political or management will. Lack of engagement from the stakeholders. Change of Political Priority. Lack of clarity of purpose and methodology for developing community engagement. Dilution or loss of harbour brand identity. Change in Harbour Governance arrangements.	Possible	Loss of reputation.	To hold quarterly meetings with harbour users and stakeholders. To continue to work with relevant voluntary and community organisations. To support and engage with the local Coastal Partnership - SeaTorbay.	2	3	6	М	$\leftrightarrow$	Kevin Mowat Paul Labistour	Kevin Mowat Charles Uzzell							
7	22/10/09	A higher percentage of people who feel they can influence harbour management decisions	Lack of engagement from the stakeholders. Lack of commitment from partners. Change of Political Priority. Lack of clarity of purpose and methodology for developing community engagement. Change in Harbour Governance arrangements.	Possible	Loss of reputation.	To hold quarterly meetings with harbour users and stakeholders. Use established user groups and Community Partnerships to consult on specific issues.	2	2	4	L	$\leftrightarrow$	Kevin Mowat Paul Labistour	Kevin Mowat Charles Uzzell							
8		Influence, respond and contribute to the economic, voluntary, community, cultural and environmental agendas	Lack of political or management will. Lack of engagement from the stakeholders. Lack of commitment from partners. Change of Political Priority. Lack of clarity of purpose and methodology for developing community engagement.	Possible	Loss of reputation.	To continue to work with relevant voluntary and community organisations. To support and engage with the local Coastal Partnership - SeaTorbay.	2	2	4	L	$\leftrightarrow$	Kevin Mowat Paul Labistour	Kevin Mowat Charles Uzzell							
9	04/02/10	Clear understanding of customers' needs and aspirations	Surveys fail to establish needs for harbour users. The Harbour Authority fails to meet partners, customers and Council's expectations.	Unlikely	The services provided do not reflect the needs of customers. Wrong activity is delivered, weak outcomes not wanted by partners.	To hold quarterly meetings with harbour users and stakeholders. Use established user groups and Community Partnerships to consult on specific issues. Undertake an Annual Users Survey. Monitor the Visitor Feedback forms.	1	4	4	L	$\leftrightarrow$	Kevin Mowat	Kevin Mowat Charles Uzzell							0 L
		To maintain a stewardship of the harbours built and natural environment											Kevin Mowat Charles Uzzell							
10	07/09/10	A sustainable approach to harbour management in recognition of climate change	Lack of political or management will. Lack of commitment from partners. Change of Political Priority.	Possible	Possible environmental, economic and social damage. Unprepared for sea level rise. Potential for serious damage to our infrastructure which would impede our ability to meet budget and may also have capital implications.	Work closely with the Environment Agency and make reference to the Shoreline Management Plan when taking key decisions. Support and engage with the local Coastal Partnership - SeaTorbay. Assist in the collection of spatial mapping data.	2	3	6	М	<b>↑</b>	Kevin Mowat	Kevin Mowat Charles Uzzell							
11	22/10/09	Investment to create high standards in existing and new harbour infrastructure	Withdrawal of developers. Inadequate resources. Lack of commitment from partners. Relocation/reduction of demand.	Possible	Insufficient staff to fulfill obligations. Loss o reputation.	To replace chain moorings with pontoon berths in Torquay's inner harbour. Maintain competitive charging regime. Review harbour charges annually and maintain strong rental streams.	2	2	4	L	$\leftrightarrow$	Kevin Mowat Paul Labistour	Kevin Mowat Charles Uzzell							
12	22/10/09	Increase public awareness of the maritime environmer as a valuable environmental, economic and social asset	of engagement from the stakeholders. Lack of commitment from partners. Change in Harbour Governance arrangements.	Possible	Public misunderstanding of the significance of the Bay and Tor Bay Harbour.	To support and engage with the local Coastal Partnership - SeaTorbay. To assist in the collection of spatial mapping data.	2	2	4	L	$\leftrightarrow$	Kevin Mowat Paul Labistour	Kevin Mowat Charles Uzzell							
13	07/09/10	Minimal environmental impact of harbour activities	Impacts of compliance with forthcoming Environmental Legislation, new designations from Habitats Directive and Marine & Coastal Access Act. Lack of political or management will. Ineffective Environmental Policy and inadequately trained staff. Lack of engagement from the stakeholders.	Likely	Damage to the environment. Loss of reputation. Requirement to reduce cease commercial fishing in designated areas. Loss of jobs and reduced fish toll income. Increased waste costs if not properly managed. Risk of corporate prosecution.	Maintain a specific and strong Environmental Policy. Produce an Environmental Management Plan. Improve corporate management of environmental risks and the harbour's overall environmental performance.	3	2	6	М	1	Kevin Mowat	Kevin Mowat Charles Uzzell							
14	07/09/10	To deliver a Harbour Management Plan	Inadequate resources. Lack of political or management will. Lack of commitment from partners. Dilution or loss of harbour brand identity.	Possible	Ineffective strategic direction based on an incomplete understanding of the direction being taken by the Harbour Authority. Inability for the Harbour Committee and Council to respond effectively to change and maximise opportunities. Poor coherence between marine, maritime and terrestrial planning. Loss of reputation.	SeaTorbay. Identify internal and/or external funding to resource the delivery of a Harbour Management Plan. Achieve a high status for the Harbour Management Plan i.e. adopted as a supplementary planning document under the Local Development	2	2	4	L	1	Kevin Mowat Paul Labistour	Kevin Mowat Charles Uzzell							
15	22/10/09	Improving quality of life by creating a clean and attractive environment that is valued by residents and visitors	Built infrastructure deteriorating. Inadequate resources. Lack of political or management will. Lack of commitment from partners. Change of Political Priority.		Insufficient staff to fulfill obligations.	To replace chain moorings with pontoon berths in Torquay's inner harbour. Review harbour charges annually and maintain strong rental streams.	2	2	4	L	$\leftrightarrow$	Kevin Mowat Paul Labistour	Kevin Mowat Charles Uzzell							

Мо	netary Focus	ed						Treated Ris	sk Score										Treated R	Risk Score	
Ris	Date Assessed - Reviewed	Target/ Objective/ Decision at risk	Risk Description, Threat: What could happen to affect this, Cause: How could it happen	Probability and Proximity Description (How likely is it to happen? When is it likely to happen?)	impact description, what could the impact	Control measures (SPAR Projects & Pl's)	Probability Score		Risk Score	Risk Rating. 1-4-L 6-9=M 12-16=H	Person Responsible for managing each control measure	n (Overall	Commissioner	Additional control measures required	Resources Required	Target Date	Treated Probability (How will this reduce the likelihood of the event happening?)		Impact Score	Risk Score	Risk Rating. 1-4-L 6-9=M 12-16=H
		To achieve financial strength and effectively manage the Harbour Authority's assets										Kevin Mowat	Charles Uzzell								
	6 22/10/09	Effective financial management of the harbour	Failure to financially break even. Inadequate resources. Lack of political or management will. A major emergency. Fraud or misappropriation of resources. Change in Harbour Governance arrangements.	Unlikely	Insufficient staff to fulfill obligations. Loss of reputation.	Produce an Asset Management Plan for the Harbour Authority. Harbour Estate lettings occupancy rate. Target 0% variance from budget. To keep existing business and attract new activities. Implement the safety management improvement plan. Maintain a Harbour Emergency Response Plan and Business Continuity Plan. Financial Regulations and audit controls. Review harbour charges annually and maintain strong rental streams.		3	3	L	Kevin Mowat Paul Labistour	Kevin Mowat	Charles Uzzell								
	7 07/09/10	To operate 'ring-fenced' accounts and remain self- financing	Failure to financially break even. Lack of political or management will. Change of Political Priority. Change in Harbour Governance arrangements. Re-alignment of the Council's budget post General Election - squeeze on public sector funding.	Possible		Target 0% variance from budget. Review harbour charges annually and maintain strong rental streams.	2	3	6	м	Kevin Mowat Paul Labistour	Kevin Mowat	Charles Uzzell								

18	22/1	10/09	Full occupancy of harbour facilities	Inadequate resources. Relocation/reduction of demand.	Possible	Insufficient staff to fulfill obligations.	To keep existing business and attract new activities. Maintain competitive charging regime. Review harbour charges annually and maintain strong rental streams.	2	2	4	L	$\leftrightarrow$	Kevin Mowat Paul Labistour	Kevin Mowat Charles Uzzell		
19	22/1	10/09	00% of harbour estate properties let	Inadequate resources. Lack of support from Estates and/or Legal services. Lack of political or management will. Relocation/reduction of demand.		Inability for the harbour account to service prudential borrowing. Insufficient staff to fulfill obligations.	Harbour Estate lettings occupancy rate. Maintain competitive and strong rental streams.	2	2	4	L	$\leftrightarrow$	Kevin Mowat	Kevin Mowat Charles Uzzell		
20	22/1	10/09		Built infrastructure deteriorating. Lack of political or management will. Fire. Flood, Storm.		Premises unsafe/unusable for extended period. Cessation of business activities. Loss of reputation.	Produce an Asset Management Plan for the Harbour Authority.	1	4	4	L	$\leftrightarrow$	Kevin Mowat	Kevin Mowat Charles Uzzell		
21	22/10	10/09	Effective management of business risks	Inadequate resources. Lack of political or management will. Lack of staff knowledge and understanding of risk management procedures. Process seen as overly bureaucratic. A major emergency. Change in Harbour Governance arrangements.	Unlikely	Insufficient staff to fulfill obligations. Loss of reputation.	To produce and review a Risk Register for the Harbour Authority. Implement the safety management improvement plan. Maintain a Harbour Emergency Response Plan and Business Continuity Plan.	1	4	4	L	$\leftrightarrow$	Kevin Mowat Paul Labistour	Kevin Mowat Charles Uzzell		

		in Harbour Governance arrangements.																			Щ_	Ш.
Processed Foc	used						Treated Ris	sk Score												Treated Ris	sk Score	
Risk No Assessed Reviewer		Risk Description, Threat: What could happen to affect this, Cause: How could it happen	Probability and Proximity Description (How likely is it to happen? When is it likely to happen?)	Impact description, what could the impact be?	Control measures (SPAR Projects & Pl's)	Probability Score	Impact Score	Risk Score	Risk Rating. 1-4-L 6-9=M 12-16=H	Risk Increasing Static Decreasing	Person Responsible for managing each control measure	Risk Owner (Overall responsibility)	Client Owner Commissioner	Additional control measures required	Resources Required	Target Date	Treated Probability (How will this reduce the likelihood of the event happening?)	Freated Impact (How will this reduce the Impact?)	Probability Score	Impact Score	Risk Score	Risk Rating. 1-4-L 6-9=M 12-16=h
22 22/10/09	Effective risk management & H & S in place	Risks not identified & addressed . Inadequate resources. Lack of political or management will. Lack of staff knowledge and understanding of risk management procedures. Process seen as overly bureaucratic.	Unlikely	Insufficient staff to fulfill obligations. Staff H&S compromised. Legal action against the Council. Loss of reputation.	Help provide appropriate sea and flood defences. Reduce the number of reportable accidents (RIDDOR). Test and review a Business Continuity Plan. Review harbour charges annually and maintain strong rental streams.	1	4	4	L	$\leftrightarrow$	Kevin Mowat Paul Labistour	Kevin Mowat	Charles Uzzell								0	L
23 22/10/09	Ensuring equality and diversity in service delivery together with equality of opportunity	Unequal provision of service resource. Inadequate resources. Inadequately trained staff. Lack of political or management will. Process seen as overly bureaucratic. Changing legislation in equalities. Increasing diversity in population.	Unlikely	Discrimination, legal effects. Insufficient staff to fulfill obligations. Legal action against the Council. Loss of reputation.	Complete equality impact assessments and produce an improvement action plan.	1	2	2	L	$\leftrightarrow$	John Turner	Kevin Mowat	Charles Uzzell								0	L
24 22/10/09	Improve and maintain the customer experience	Inadequate resources. Lack of political or management will.	Unlikely	Insufficient staff to fulfill obligations.	Review harbour charges annually and maintain strong rental streams.	1	2	2	L	$\leftrightarrow$	Kevin Mowat											
25 22/10/09	To maintain and improve the quality of service that we provide to our customers	Built infrastructure deteriorating. Inadequate resources. Lack of political or management will. Failure to monitor the implementation of necessary improvements determined through complaints procedure. Change in Harbour Governance arrangements.		Insufficient staff to fulfill obligations. Loss o reputation.	Review visitor feedback forms. Annual Harbour Users Survey. Review harbour charges annually and maintain strong rental streams.	1	2	2	L	$\leftrightarrow$	Kevin Mowat Paul Labistour	Kevin Mowat	Charles Uzzell									
26 22/10/09	Tailored services that meet the changing needs of our customers	Inadequate resources. Lack of political or management will.	Unlikely	Insufficient staff to fulfill obligations. Loss o reputation.	Review visitor feedback forms. Annual Harbour Users Survey. Review harbour charges annually and maintain strong rental	1	2	2	L	$\leftrightarrow$	Kevin Mowat Paul Labistour	Kevin Mowat	Charles Uzzell									
27 22/10/09	Marine and harbour facilities made available to as many users as possible	Inadequate resources. Lack of political or management will. Lack of engagement from the stakeholders. Changing legislation in equalities. Increasing diversity in population. Relocation/reduction of demand. Facilities cannot be provided at a competitive rate. Facilities are not required.	Unlikely	Facilities are provided at a loss. Income stream lost. Insufficient staff to fulfill obligations. Loss of reputation.	Complete equality impact assessments and produce an improvement action plan. Maintain competitive charging regime. Withdraw or do not supply certain discretionary facilities.	1	2	2	L	$\leftrightarrow$	Kevin Mowat Paul Labistour John Turner	Kevin Mowat	Charles Uzzell									
28 22/10/09	Delivery of a professional and caring service, that is fit for purpose	Inadequate resources. Lack of political or management will. Change in Harbour Governance arrangements. Non- compliance with statutory obligations.	Unlikely	Insufficient staff to fulfill obligations. Legal action against the Council. Loss of reputation.	Membership of appropriate Trade and Professional Associations (British Ports Association, UK Harbour Masters Association). Review harbour charges annually and maintain strong rental streams.	1	3	3	L	$\leftrightarrow$	Kevin Mowat	Kevin Mowat	Charles Uzzell									
29 22/10/09	The courteous and fair treatment of our customers	Inadequately trained staff. Lack of management will. Failure to monitor the implementation of necessary improvements determined through complaints procedure.	s Unlikely	High level of complaints. Loss of customers. Loss of reputation.	Complete equality impact assessments and produce an improvement action plan.	1	3	3	L	$\leftrightarrow$	John Turner	Kevin Mowat	Charles Uzzell									
30 22/10/09	To carry out our duties in a fair and equitable manner	Lack of appropriate policies and strategy. Lack of political or management will.	Unlikely		Complete equality impact assessments and produce an improvement action plan. Hold, maintain and review our Harbour & Maritime Strategy. Keep and review the Harbour Operational Moorings Policy.	1	3	3	L	$\leftrightarrow$	Kevin Mowat John Turner	Kevin Mowat	Charles Uzzell									
	Maintain safety				Renew the bilateral agreement with the UKHO. Annual Audit &							Kevin Mowat	Charles Uzzell								—	+
31 22/10/09	To fulfill the Council's obligations as a statutory and competent harbour authority	Built infrastructure deteriorating. Inadequate resources. Lack of political or management will. A major emergency. Dilution or loss of harbour brand identity. Failure to respond to changes in legislation. Change in Harbour Governance arrangements. Loss of pilotage service. Non-compliance with statutory obligations.	D Unlikely	Statutory duty may not be met. Safety may be prejudiced. Government intervention. Stakeholder dissastisation. Insufficient staff to fulfill obligations, Legal action against the Council. Loss of reputation.	Inspection from Trinity House. PANAR - Navigation Lights	1	4	4	L	$\leftrightarrow$	Kevin Mowat Paul Labistour	Kevin Mowat	Charles Uzzell									
32 22/10/09	To responsibly manage the safety of navigation and overall harbour safety, through the enforcement of applicable byelaws and appropriate legislation	Inadequate resources. Lack of political or management will. Lack of engagement from the stakeholders. Failure to respond to changes in legislation. Outdated legislation for the Harbour. Non-compliance with statutory obligations.		Government intervention. Stakeholder dissatisfaction. Harbour cannot achieve objectives in context of government policy. Insufficient staff to fulfill obligations. Legal action against the Council. Loss of reputation.	Renew the bilateral agreement with the UKHO. Annual Audit & Inspection from Trinity House. PANAR - Navigation Lights availability. Implement the safety management improvement plan. Periodic review of Harbour legislation. Membership of appropriate Trade and Professional Associations (British Ports Association, UK Harbour Masters Association). Review harbour charges annually and maintain strong rental streams.	1	4	4	L	$\leftrightarrow$	Kevin Mowat Paul Labistour	Kevin Mowat	Charles Uzzell									
33 22/10/09	To comply with the Port Marine Safety Code through the use of a robust Safety Management System	Inadequate resources and inadequately trained staff. Lack of political or management will. Lack of commitment from partners. Process seen as overly bureaucratic. Failure to respond to changes in legislation.	Unlikely	Insufficient staff to fulfill obligations. Government intervention. Stakeholder dissatisfaction. Loss of reputation.	Renew the bilateral agreement with the UKHO. Annual Audit & Inspection from Trinity House. PANAR - Navigation Lights availability. Implement the safety management improvement plan. Review harbour charges annually and maintain strong rental streams.	1	4	4	L	$\leftrightarrow$	Kevin Mowat Paul Labistour	Kevin Mowat	Charles Uzzell									
34 22/10/09	A safe haven for all vessels and a safe harbour estate – making people feel safe	Built infrastructure deteriorating. Inadequate resources. A major emergency. Fire. Flood, Storm.		of business activities. Stakeholder dissatisfaction. Loss of reputation.	availability. Implement the safety management improvement plan. Maintain a Harbour Emergency Response Plan and Business Continuity Plan.	1	4	4	L	$\leftrightarrow$	Kevin Mowat Paul Labistour	Kevin Mowat	Charles Uzzell									
35 04/02/10	Effective delivery of Project Management	Lack of capacity to deliver against risks identified. Insufficient project management. Unable to properly implement a project.	Unlikely	Weak project governance leading to poor delivery & inadequate control measures. Projects run late and/or over budget. Outcomes not achieved.	Ensure staff are properly trained to Prince2. Employ properly trained Project Managers. Monitor project performance using SPAR.net.	1	4	4	L	$\leftrightarrow$	Kevin Mowat	Kevin Mowat	Charles Uzzell								0	L
36 04/02/10	Effective information management	Information lost or difficult to find. Up to date contact details unavailable. Personal data not adequately protected. Failure to manage information systems.	Possible	Information or financial loss. Time wasted looking for information. Risk of not meeting FOI/customer requests correctly.	Data Protection Act - staff given necessary training. Customer database kept updated and backed-up to Council's server. Document and file retention schedule drawn up and observed. Commercial shredding contractor used for document disposal.	2	2	4	L	$\leftrightarrow$	Kevin Mowat	Kevin Mowat	Charles Uzzell									

Em	ploye	e Focuse	ed					-	Treated Ris	k Score										Treated Ris	k Score	
Ris		Date assessed - Reviewed	Target/ Objective/ Decision at risk	Risk Description, Threat: What could happen to affect this, Cause: How could it happen	Probability and Proximity Description (How likely is it to happen? When is it likely to happen?)	Impact description, what could the impact be?	Control measures (SPAR Projects & Pl's)	Probability Score		Risk Score	Risk R Rating. 1-4-L 6-9=M 12-16=H	asing for managing of	 Client Owner	Additional control measures required	Resources Required	Target Date	Treated Probability (How will this reduce the likelihood of the event happening?)	Treated Impact (How will this reduce the Impact?)	Probability Score	Impact Score	Risk Score	Risk Rating. 1-4-L 6-9=M 12-16=H
;	37	22/10/09		Inadequate resources and inadequate training. Lack of political or management will. Increasing number of mature staff. Lack of capacity and capability. Failure to respond to changes in legislation.	Possible	action against the Council. Incompetent staff, deterioration of safety standards	To encourage Harbour Masters to fully complete CPD records. To monitor and support staff through induction and appraisal reviews. To reduce staff absence. Review harbour charges annually and maintain strong rental streams.	2	2	4	L +	Kevin Mowat Paul Labistou	Charles Uzzell									

38	22/10/09	Learning and Development opportunities for all staff	Poor management & implementation of RADAR. Poor support to corporate training programme. Lack of political or management will. Lack of capacity and capability.	Failure to update skills could lead to poor service by unit. Loss of reputation.	To encourage Harbour Masters to fully complete CPD records. To monitor and support staff through induction and appraisal reviews.	2	2	4	L	$\leftrightarrow$	Kevin Mowat Paul Labistour	Kevin Mowat Charles Uzzell			0 L
39	04/02/10	Implement Job Evaluation	Staff could receive salary cuts. Harbour salary budget could be increased.	Personnel leaving. Insufficient budget to	Take advice from corporate Job Evaluation team and Human Resources. Liakes with staff on a regular basis and ensure that information is promulgated (Job Evaluation updates)	2	3	6	М	$\leftrightarrow$	Kevin Mowat Paul Labistour	Kevin Mowat Charles Uzzell			

Probability Table

DESCRI	3010	PR	ORABII ITY INDICATO	RS
PTOR	SCORE	Likelihood	% Chance	Proximity
Unlikely	1	Will only occur in exceptional circumstances	Less than 1%	May occur or has occurred within 10 years
Possible	2	May occur	1 – 20%	May occur or has occurred within 5 years
Likely	3	Reasonable chance of occurring	21 – 50%	May occur or has occurred within 2 years
Probabl e	4	More likely to occur than not	Greater than 50%	May occur or has occurred within 1 year

Impact		
PTOR	SCORE	IMPACT INDICATORS
Minor	1	Discomfort or minor injury to several people May affect one area of health, welfaire, salety of several people Less than 10 staff and / or public affected Financial impact of less than £1,000 / up to 10% budget May generate a small number of complaints A small number of people contact local news media Potential for legal proceedings/claims from an individual Strategy, project, or service delivery affected in a single service area Effects may last for less than a week Limited (building/street) effect on natural environment, transport network, business
Moderat e	2	Discomfort or severe injury to several people May affect a number of areas of health, welfare, safety of several people 10 - 100 staff and / or public affected Financial impact between £1,000 and £25,000 / up to 25% budget May generate several complaints A large number of people contact local news media Potential for legal proceedings/claims from several people Strategy, project, or service delivery affected in several service areas Effects may last for weeks Localised (Ward area) effect on natural environment, built environment, transport network, business
Significa nt	3	Discomfort or severe injury to large numbers of people May affect an area of health, welfare, safety of a large number of people 100 – 1000 staff and / or public affected Financial impact between £25,000 and £250,000 / up to 50% budget Sustained coverage in local news media Potential for legal proceedings/claims from an organisation Potential for investigation by the Ombudsman, challenge to accounts Strategy, project, or service delivery affected in a number of Business Units, or affecting a Corporate or Community Plan Priority Effects may last for months Extensive (more than one Ward area) effect on natural environment, built environment, transport network, business
Major	4	Death of an individual or several people May affect a number of areas of health, welfare, safety of a large number of people Over 1000 staff and / or public affected Financial impact over £250,000 / over 50% budget Potential for legal proceedings/claims from several organisations, Potential for government intervention, discontinuance of service Sustained coverage in national news media Strategy, project, or service delivery affected across the whole Council or affecting more than one Corporate or Community Plan priority Effects may last for years Widespread (inquinty of Torbay/wider Devon) effect on natural environment, built environment, transport network, business

## Risk Score and Risk Rating

By multiplying the **Probability Score** by the **Impact Score**, we get a **Risk Score**:

		RI	SK SCORE		
,	Probable	4	8	12	16
	Likely	3	6	9	12
	Possible	2	4	6	8
	Unlikely	1	2	3	4
		Minor	Moderate	Significant	Major
			Impact		

The Risk Score equates to a Risk Rating:

12 to 16	Medium Risk
1 to 4	Low Risk
SCOR E	RISK RATING
RISK	