



Report to Partnership Meeting 8th April 2011

PARTNERSHIP

Risk Management – Risk Register

PURPOSE OF REPORT

To seek agreement of the Board for the implementation of a more formal Risk Management approach by the Partnership and by so doing ensure significant risks are identified, evaluated and controlled.

BACKGROUND

The Partnership agreed a Risk Management Strategy at its Meeting in February in reflection of a need for HITRANS to be pro-active and prepared in the way we manage our risk portfolio. Incorporating a more formal approach to risk management in our day to day operations will enable us to deliver our responsibilities and work towards achieving our objectives.

A number of actions are required to implement this Strategy including identifying the risks faced, assessing the risks, integration risk management into the business planning process, challenging and reviewing the process, and reporting.

An initial HITRANS Risk Register has now been developed to support the good management of the major risks faced by HITRANS, as included in the Appendix to the report and approval of this Register, which covers Strategic Risks, Management and Operational Risks, and Financial Risks faced by the Partnership, is now sought.

The risks faced by the Partnership as reflected in the Risk Register will be monitored by HITRANS Officers and Advisors, and subsequently presented to the Partnership for monitoring and approval on at least an annual basis.

RECOMMENDATIONS

Members are asked to approve adoption of the HITRANS Risk Register as included in the Appendix to the Report.

Risk	impact	comment
RTS delivery	√	Formal management of the risks faced by the Partnership in delivering the RTS will support its better achievement
Policy	√	Formal consideration of the risks faced by the Partnership will support improved policy development
Financial	√	Formal consideration by the Board of the financial risks faced by the Partnership will support improved financial management
Equality	-	

Report by: Dave Duthie
Designation: Partnership Director
Date: 30th March 2011

HITRANS RISK REGISTER

DATE 07-Mar-11

Ref	Detail	Nature of Risk	Inherent				Residual				Owner	Actions
			Impact	Likelihood	Risk	Controls	Impact	Likelihood	Risk			
100 Strategic Risks - RTS delivery												
101	Stakeholders may not focus efforts towards delivery of the RTS	Political - Councils and local public sector stakeholders may focus on local Single Output Agreement commitments, and Governments on national priorities in other areas	5	4	H	1. monitoring systems in place to review and report on success in delivering RTS 2. RTP makes case for transport interventions and actions through CPP	5	3	H	Director/ Board Director	1. HITRANS lobbies for refocusing of national funding to provide element for regional projects 2. HITRANS continues to engage with CPPs and Development Planning Authorities promoting case for a strategic transport focus	
102	Funding may not be available to delivery necessary interventions to deliver strategy by 2022	Financial/ political	4	5	H	1. RTP looks for alternative sources of match funding 2. RTP makes case for transport interventions and actions to Government	4	4	H	Director /Board	1. HITRANS continues to engage with CPPs and Development Planning Authorities promoting case for a strategic transport focus	
103	Case for delivery of RTS not made and reinforced	political	5	4	H	1. development of effective publicity through website and press releases and newsletters 2. Chair and Vice Chair to promote case with Government, business and Council leaders	5	3	M	Director/ chair and Vice Chair		

200 Management and Operational Risks

201	Inadequate staff resource available to carry out actions agreed by Board	HR/ financial	5	3	M	<ol style="list-style-type: none"> 1. HR support in employing optimum staff compliment 2. Staff training and development 	4	1	L	Director	<ol style="list-style-type: none"> 1. PDRs undertaken and workload reviewed
202	Failure of IT systems	technical	4	3	M	<ol style="list-style-type: none"> 1. good IT support systems 2. effective backup arrangements for hardware and files 3. systematic updates to server, laptops and website 	4	1	L	Director	<ol style="list-style-type: none"> 1. Employment of effective IT support services 2. Programmed approach to replacement of IT equipment
203	Actions taken on behalf of HITRANS exposes Partnership to corporate or financial liability	operational/ financial	5	2	M	<ol style="list-style-type: none"> 1. rules of delegation from Board 2. Service procurement and monitoring arrangements in place 	5	1	L	Director/ Finance manager	<ol style="list-style-type: none"> Regular reviews of Financial and Contract Systems
204	Reliance on knowledge and actions of individuals may result in business failure if they leave or are unavailable	Human Resources	5	4	H	<ol style="list-style-type: none"> 1. HR procurement arrangements and employment conditions adequate to retain staff and replace individuals if needed 	5	3	M	Director/ HR support	

300 Financial Risks

301	Expenditure exceeds budget	financial	4	3	M	1. effective financial monitoring reporting and control systems in place to manage expenditure	4	1	L	Finance Manager/ Director	Regular reviews undertaken to monitor expenditure during year, meetings with Finance Manager by exception. Programmes varied by Board to reflect changes.
302	Projects expenditure slips resulting in year on year funding discrepancy	financial	4	3	M	1. effective financial monitoring reporting and control systems in place to manage expenditure	4	2	L	Financial Manager/ Director	1. Regular reviews undertaken by Team to monitor expenditure during year, meetings with Finance Manager by exception. Programmes varied by Board to reflect changes. 2. revision to RTP funding rules sought to allow 10% carry over between years (yet to be achieved)