

Risk Assessment 2006 -2007

Area of Assessment	Nature of Risk	Basis of Risk Assessment	Current Level of Risk	Action
Management Capacity	Board fails to fulfil legislative requirements	Review of requirements of legislation	Low	Service Level Agreements have enhanced Board's management capacity. Implement recommendations in Auditor's Report
	Staff spend disproportionate amount of time on management rather than project or technical tasks	Appraisals Staff Meetings Staff Feedback	Low	Training to make staff more aware and efficient.
	Inadequate staff capacity	Assessment of performance Staff Appraisals Feedback from Board and Executive Committee	Medium	Continuing need for support provided by Service Level Agreement (Clerk and Legal Services). Financial Management Support engaged. Training for Staff
	Loss of key personnel	Job descriptions	Low	Limited amount of cover can be provided by insurance. Support from local authorities/commercial providers would be sought in the event of loss of key personnel

Area of Assessment	Nature of Risk	Basis of Risk Assessment	Current Level of Risk	Action
Management of Payroll and Personnel Services	Staff and members do not receive salary / allowances or receive required level of HR support	Monthly payroll Provision of HR support when required	High	CCB in house management of payroll to be introduced –based on SAGE. Operating without SLA on personnel services for time being. To be kept under review.
Security of Funding	Board fails to secure funding to meet it core costs	Grant secured from Countryside Agency/Natural England and local authorities	Medium	A period uncertainty with formation of Natural England, local authority cut backs and anticipation of local government reform - seek longer term funding agreements and use of new Memorandum of Agreement Maintain current level of unrestricted reserves - equivalent to 4 months of operating costs Increase level of income generated from other sources
	Board secures less funding for projects – lower level of implementation of the AONB Management Plan	Grant secured for specific projects	Medium	Need to broaden range of funding sources and to generate more independent income. Minimise vulnerability of staff posts to short term project funding. Greater use of MoAs to secure funding contributions from partners

Area of Assessment	Nature of Risk	Basis of Risk Assessment	Current Level of Risk	Action
Financial Management	Mismanagement, fraud, theft	Financial Reporting Systems Expenditure Authorisations Systems Whistle blowing process used	Low	Implementation of audit trail systems should minimise risk
	Cash Flow problems leading to: becoming overdrawn and incurring interest charges restricting or re-scheduling expenditure, disrupting work programme	Cash flow forecast Finance reports	Low	Cash flow forecast prepared Advance payments of grant from the Countryside Agency/NE on a quarterly basis. Local authority contribution paid in full at the beginning of the financial year. Management of bank accounts and reserves avoids likelihood of becoming overdrawn
	Maintaining value of reserves	Bank statements	Low	Reserves will only be invested in the HSBC money market account which pays an interest rate above inflation
Work Programme	Work Programme is not implemented	Work Programme Reviews	Low	Needs to be kept under constant review. All staff have personal work plans.
IT	IT failure disrupts operation of Board	IT failure	Low	Effective back up system IT support in place with rapid response times.

Area of Assessment	Nature of Risk	Basis of Risk Assessment	Current Level of Risk	Action
	New IT system introduced requiring new equipment and skills	IT system requirements	Medium	<p>New payroll system to be installed- advice engaged</p> <p>New Mapping system- member of staff identified to take the lead</p> <p>New GIS system – member of staff identified to take the lead. Specialist support secured.</p>
Office Equipment	Electrical equipment does not work, is unsuitable or is dangerous to use	Equipment inspection Feedback from users	Low	Equipment is checked regularly. All electrical equipment is checked on an annual basis
Events	Public and staff safety	Risk Assessment	Low	Risk Assessment undertaken for all events
Disruption to Business	The Board's operations are adversely affected or stopped	Business Continuity Plan	Low	A Business Continuity Plan has been prepared and will be reviewed annually or after any disruption event.