

APPENDIX 1

Risk identified		Impact Assessment	Impact score (1-4)	Likelihood score (1-6)	Initial risk score (1 - 24)	Managing the risk: Control / mitigating action	Ownership	Residual risk score									
5 Year Review of Allotment Strategy	Existing risk ref.																
A	Identify the event or trigger which may generate some new or additional risk to the council. Significant risks which already identified are recorded on the corporate risk register, or on division risk models on TEN, and should be referenced in column B.	B	If the risk is already recorded, note either the CRR or TEN reference.	C	Use the corporate risk scorecard to identify the category of risk impact e.g. potential for litigation, financial uncertainty, reputation. There can be more than one impact.	D	Use the scorecard to evaluate the severity of impact(s); enter the highest score.	E	Assign a score according to probability, timing or frequency.	F= D x E	This is the raw risk score, without any controls in place to mitigate the risk	G	There are usually things the council can do to reduce either the likelihood or impact of a risky event. Mitigating controls can already be in place, such as budget monitoring. New controls or actions may also be possible, such as agreeing SLA's with partners, or obtaining additional funds.	H	Identifying the officer who will manage the risk will link mitigating actions to responsibilities in the business plan.	I	The initial impact or likelihood score can be lowered, to demonstrate the potential to reduce risk levels through actions noted in column G. Record the revised risk score as Impact x Likelihood = Risk
	Failure to plan for future provision of allotments within areas that the council is responsible for would mean that the council has not fulfilled it's statutory obligations under the 1908 act.			Service provision Reputation Financial	4	3	12				Ensure strategic decisions for the future of allotments and any sale of statutory allotment land take into account up to date trends relating to supply and demand of allotments and future requirements.		6				
	Lack of understanding of the role allotments play within the community of Cheltenham at a time when there is great pressure on the council to achieve savings and continued efficiencies.			Service provision Reputation Financial	4	3	12				Ensure strategic decisions for the future of green space within Cheltenham are based upon a clear analysis of the evidence in order to maximize the contribution that they can make.	AD GE	6				
	Failure to integrate the strategy within the corporate			Reputation							Ensure continuous dialogue between operations division						

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policy framework.		Service provision	3	2	6	with corporate policy team	AD GE	3
Failure to integrate the allotment strategy with strategic land use and planning, and the emerging Local Development Framework and RSS, may result in missed opportunities to protect and enhance the allotment provision for future generations to enjoy.		Service provision	4	2	8	Ensure close working with strategic land use team to ensure the protection and enhancement of allotments within and around Cheltenham.	AD GE	2
Failure to understand the needs and requirements of service users and potential barriers to access and wider		Service provision Reputation	3	2	6	Ensure regular and consistent approach to analysis of customer satisfaction surveys and service user information and use this to monitor quality	AD GE	2

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	enjoyment for the whole community.												and continuously improve the service				

<i>Residual risk score</i>	<i>Risk Management view</i>
16 – 24	Must be managed down to reduce risk scores as soon as possible, or prepare a contingency plan or action
7 – 15	Seek to improve the risk score in the short/medium term or establish a contingency plan
0 – 6	Tolerate and monitor within the project.