

## **Risk Register**

### **Action required**

1. The Commission is invited to consider the updated risk register. This reflects the position of the 2018 Review and its expected completion in September 2018. A number of out-of-date risks have therefore been removed and new risks, relating to final publication and the possibility of further work required, have been added.

Secretariat  
April 2018

	Type of Risk	Description	Effect	Likelihood/Impact	Mitigating Action	Target Date	Mitigated likelihood/impact	Notes
1.	S	Loss of staff with appropriate skills. Unexpected loss of Commissioner(s)	Unable to conduct business to full level of effectiveness.	L/M	Ensure appropriate documentation of procedures, and training in key skills for staff.  Ensure recording of the reasons for all decisions taken at each stage	Ongoing	L/L	Minutes record reasons for decisions
2.	ER	Loss of stakeholder confidence.	Damage to reputation or independence of Commission. Ineffective public consultation processes.	L/H	Actively maintain stakeholder relationships. Provide clear information and guidance to the public on the Commission's work and processes.	Ongoing.  SAA attended 23/11/2017  SPPPP attended 27/02/2018  AEA attended 6/03/2018	L/M	The Secretariat liaises with other UK Commissions and meets regularly with political parties, the Electoral Commission, EROs and others
3.	ER	Acting outside legislation.	Damage to reputation of Commission	L/H	Ensure clear internal guidance on powers and duties. Consider need for external legal advice as appropriate. Liaise with other Commissions and ensure submission of Final Report complies with all requirements	Ongoing.	L/M	Legal advice obtained relating to submission of final report

ER – External Relations; P –Property; S – staff; T – Technical

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4.	ER	Changes to, and events in, external political landscape	Requirement to rerun review or undertake further work after September 2018	M/H	<p>Ensure effective liaison between Secretariat and Scotland Office, Cabinet Office and other UK Commissions in order to build known events into project planning.</p> <p>Ensure Scotland Office aware of need to secure: continuity of Commissioner appointments; sufficient budget to support additional review work; possible need for additional staff resource</p>	Ongoing.	M/M	Next quarterly meeting with SO in May 2018.
5.	P/T	Unavailability of offices/theft or failure of equipment/computer systems	Inability to operate from usual offices or possible loss of access to computers, network and data.	L/H	<p>Secretariat Business Continuity Plan</p> <p>Data backups under SCOTS.</p> <p>Ensure appropriate physical security precautions.</p> <p>SCOTS technical support from Scottish Government.</p> <p>Staff access to alternative working from other offices/home</p>	Ongoing	L/M	.

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