

Risk Register

For Information

1. The latest version of the Risk Register is shown in Appendix A.
2. Although the Boundary Commission for Scotland (BCS) and Local Government Boundary Commission for Scotland (LGBCS) operate a shared Risk Register, the LGBCS-specific risks are not shown in the BCS Risk Register.
3. The Risk Register has been updated for the 2023 Review.

Conclusion

4. The Commission is invited to consider the Risk Register and make comments.

Secretariat
March 2021

Boundary Commission for Scotland Risk Register

	Type of Risk	Description	Effect	Likelihood/Impact	Mitigating Action	Target Date	Mitigated likelihood/impact	Notes
1.	T	Outside bodies not supplying necessary data or data of poor quality	Inaccurate decision making resulting from inadequate data	L/H	Maintenance of regular contact with data suppliers. Data quality checks on receipt.. Review relationship with NRS	Ongoing	L/H	Need to pursue NRS MoU.
2.	S	Loss of staff with appropriate skills and knowledge. Unexpected loss of Commissioner	Unable to conduct business to full level of effectiveness.	M/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 Work with OSSS to ensure commissioner appointments support continuity of knowledge/skills	Ongoing Ongoing	M/L	Minutes record reasons for decisions
3.	ER	Ineffective consultation processes.	Loss of stakeholder confidence Damage to reputation of Commission.	L/H	Actively maintain stakeholder relationships. Provide clear information and guidance to the public on the Commission's work and processes	Ongoing.	L/M	The Secretariat liaises with other UK Commissions and meets regularly with political parties, the Electoral Commission, EROs and others
4.	ER	Acting outside legislation.	Damage to reputation of Commission Possibility of Judicial review	L/H	Ensure clear internal guidance on powers and duties. Consider need for external legal advice as appropriate. Ensure transparency over consideration of consultation responses to ensure no grounds for judicial review, Consider need for solicitor read through of final reports	Ongoing.	L/M	BCS still considering with other UK Commissions implications from BCNI judgement
5.	ER	Changes to, and events in, external political landscape	Delays to delivery of review milestones e.g. constraints around announcements.	M/M	Ensure effective liaison between Secretariat and sponsor department in order to build known events into project planning.	Ongoing	M/M	

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6.	P/T	Unavailability of workplaces/theft or failure of equipment/computer systems	Inability to operate from usual workplaces including Thistle House or possible loss of access to computers, network and data.	L/H	Business Continuity Planning Data backups under SCOTS. Ensure appropriate physical security precautions. Use of SCOTS ensures technical support from Scottish Government. All staff to have effective home-working arrangements including SCOTS-enabled devices	Ongoing	L/M	BCP to be kept under review in light of Covid 19. Ongoing limited access to Thistle House. Secretariat working within Thistle House guidelines, limited access, limited mailing days (twice a week) Access to Thistle House required for printing meeting papers/setting up hardware
7.	S	Insufficient staff resource to conduct overlapping reviews	Risk to completion of reviews on time and to sufficient standard. Impact on staff wellbeing.	H/H	Project planning Ensure Commission awareness; flag with sponsor department need for resources to bring in temporary staff, create new posts or pay overtime. Liaise with SG recruitment agencies over provision of temporary staff	Ongoing	M/M	LGBCS Islands Reviews to be completed by May 2021 but further work may be required. LGBCS Scottish Parliament review expected to commence in late 2022. Contacted ASA Recruitment who have ready supply of GIS staff – time estimate 1-2 weeks to fill a post.
8.	ER	Impact of re-naming LGBCS to "Boundaries Scotland"	Public confusion about the difference between Boundaries Scotland and the Commission	L/L	Need to ensure clarity on website/social media/documentation about role of Commission	Ongoing pending commencement of relevant section of legislation	L/L	SG has confirmed commencement of new name Spring 2021

	Type of Risk	Description	Effect	Likelihood/Impact	Mitigating Action	Target Date	Mitigated likelihood/impact	Notes
9.	R	Impact of Covid-19 on Public Hearings	Public Hearings may be prevented by Covid-19 regulations; Public Hearings may be permissible but with limited numbers and safety precautions; Different restrictions may apply to public hearings in different local authority areas due to levels system;	M/M	Consult with other UK Commissions; Consider need for legal advice on whether hearings can be held remotely and under different conditions in different areas; Prepare case-scenarios;	Spring 2022	M/L	Public Hearings will take place during Second Statutory consultation, estimated to be held in Spring 2022.
10.	R	Consultation portal does not meet BCS requirements	Unable to consult public effectively on proposals or efficiently publish representations received	L/H	Ensure full engagement with other UK Commissions in development of portal specification and procurement to meet BCS needs; Ensure resource available for in-house supplementary or alternative provision (e.g. same consultation portal as LGBCS use). If necessary prepare alternative consultation methods eg ask stakeholders to use BCS website and email to comment on proposals	Summer 2021	L/M	Procurement process for portal currently underway
11.	R	Use of wards existing or prospective at review date	Confusion as new wards in Highland, Argyll and Bute and North Ayrshire expected to come into force in May 2022	H/L	Ensure clear communication Consider legal advice on whether can take account of other factors such as new wards	Summer 2021	M/L	

The risk register shows the weightings of each risk for likelihood and impact, each classified as high, medium or low.

	Likelihood
High (H)	High probability of occurrence
Medium (M)	Conceivable might occur
Low (L)	Unlikely to occur

	Potential Impact
High (H)	Risks that can have a major effect on Commission operations. May result in significant financial loss, major disruption to outputs or serious damage to the Commission's reputation.
Medium (M)	Risks that have a noticeable effect on Commission operations. Each will cause a degree of disruption to outputs and may affect budgets.
Low (L)	Risks where the consequences and impact will not be severe and any associated losses relatively small. As individual occurrences they will have a negligible effect on Commission operations.

These are combined to determine the risk category: Red = HH, MH or HM, Amber = MM, HL, LH, Green = LL, ML, LM.

