

Risk Register

Purpose

1. This paper covers the updated risk register on which Commission comments are sought.

Discussion

2. The 2018 Review report was successfully submitted in September 2018, completing the formal work of the Commission. The next Review is scheduled, under current legislation, to be submitted before October 2023. That would point to a start date of early 2021 when the 2020 electorate data is published.
3. The risk register in Appendix A is drafted on the basis that LGBCS, who will be meeting regularly as it is currently conducting reviews of electoral arrangements, will assume the role of “lead Commission” for the purposes of regular consideration of the standing risks facing the Secretariat, which represent joint risks for both Commissions. It is envisaged that BCS is only likely to meet at perhaps 6-monthly intervals until it commences the 2023 Review.
4. However, given the implementing Order for the 2018 Review has not yet been laid, there remains the possibility that the recommended constituencies will not come into effect for the next General Election, expected in 2022, and that the timing of the next review may change. This represents significant risks for BCS around Commissioner continuity; staffing resource; and budget. These 3 risks are highlighted in the register.

**Secretariat
October 2018**

	Type of Risk	Description	Effect	Likelihood/Impact	Mitigating Action	Target Date	Mitigated likelihood/impact	Notes
1.	ER	Changes to, and events in, external political landscape	Uncertainty over requirement to re-run review or undertake further work after September 2018 in advance of expected 2023 Review	M/H	Ensure effective liaison between Secretariat and Scotland Office, Cabinet Office and other UK Commissions in order to build known events into project planning. 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	Ongoing.	M/M	Most recent meeting with Scotland Office on 26 September.
2.	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 and particularly if there are further legislative changes.	Ongoing.	L/M	
3.	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

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

	Type of Risk	Description	Effect	Likelihood/Impact	Mitigating Action	Target Date	Mitigated likelihood/impact	Notes
4.	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	Secretariat Business Continuity Plan Data backups under SCOTS. Ensure appropriate physical security precautions. SCOTS technical support from Scottish Government. Staff access to alternative working from other offices/home	Ongoing	L/M	.