

**HISTORIC SCOTLAND BOARD, 24 APRIL 2008**

HSB

Copy to: John Barber

**Risk Management**

**Purpose**

1. The group risk registers have been refreshed as part of the annual exercise. It is now for HSB to review the revised high level risk register and consider whether it records the correct risks for the Agency.

**Priority**

2. Normal

**Background**

3. Each of the Directors holds a risk register for their group. These registers are reviewed and updated on a quarterly basis. Risks which are rated as extreme are automatically included in the Agency high-level register. High risks are considered for inclusion. This process ensures that there is a bottom up element to the recognition and monitoring of risk.

4. The Board should also review the high level register on a regular basis and once a year should review and refresh the risks included. This provides the top down approach to risk management.

5. The Agency risk register was last fully reviewed two years ago so it is important that this is now done. An updated version of the risk register reflecting changes in the group's registers is attached.

**Key Issues**

6. Longmore House relocation appears for the first time. It is the policy of the Scottish Government to carry out a review of accommodation at the time of lease break. Longmore House has a lease break in November 2009 and so a review will be required. A project group will be formed to take forward this work.

7. Business continuity is a major area of development. Not all of the business critical systems have business continuity plans. For others the plans need updating. The Information Systems Unit together with group directors is taking this forward. The overall risk is flagged as extreme and logged under the finance group. However I have also highlighted the risk for PIC because that is where the commercial systems sit. Other directors have also recognised this risk in their group registers.

### **Group Risks Identified**

8. There are a number of risks identified for the first time at group level which do not need to be recorded on the Agency register. However it may be useful to note that these include:

- Systems documentation
- Data security
- Project risk

### **Action for HSB**

9. HSB are asked to review the risks identified and consider whether other risks should be included.

**Laura Petrie**  
**Director of Finance**

17 April 2008

**Historic Scotland  
Risk Register and Records**

**April 2008**

<b>Responsible Area</b>	<b>Business Area</b>	<b>Risk Description</b>	<b>Current Status</b>	<b>Previous Status</b>
<b>Short Term Risks</b>				
Human Resources		10. Major Incident Planning – Pandemic Planning	High	High
Human Resources		11. Relocation review: Longmore House	High	
Finance Group		12. Lack of Business Continuity Planning – IT systems	Extreme	Extreme
PIC		13. Poor incident response leading to injury to public and staff and loss of fabric	Moderate	High
PIC		14. Failure of the retail system	High	
PIC		15. Lack of Business Continuity Planning – IT systems	High	
TCRE		16. Absence or loss of stakeholders or partners.	Moderate	High
Inspectorate		17. Poor quality information system for controlling statutory casework handling.	High	High
<b>Long Term Risks</b>				
Chief Executive		18. Loss of reputation	High	High

PIC	19. Damage to historic environment (deterioration, weather, vandalism etc)	Moderate	Moderate
PIC	20. Reduced visitor numbers due to external factors (eg unforeseen event (9/11), strength of sterling, competitor's marketing etc)	Moderate	Moderate