

HSB

Copy to: Neil Watson, CD-IMU

HISTORIC SCOTLAND RISK REGISTER: 30 June 2009

Purpose

1. To report to HSB on the latest risk assessments.

Timing

2. Routine

Background

3. The risk register is updated on a quarterly basis reflecting the changes in the group risk registers. The risk register is attached at Appendix A.

4. There are two new risks:

- Lack of information, physical and personnel security. We have completed the new annual security return and have not met all of the mandatory requirements set by Cabinet Office. A programme is being developed to address this and will be discussed by SMT on 24 September. A further update on this issue will be made to HSB in October.
- Risk of non-compliance with the PCIDSS standard – credit card data. We have a deadline of 1 October to meet the requirements for any system holding credit card data. We are actively working on this and making good progress. We are also communicating with the banks to make them aware of our status.

5. Changes made include:

- The risk of agency overspend has been reduced from extreme to high reflecting the new income forecast. There is still a risk from the grants programme, which is facing heavy demand, although we have some cover for this.
- The income KPT risk has also been reduced from extreme to high.

Action required

6. HSB are asked to note the risk register and comment as appropriate.

Laura Petrie
Director of Finance

20 August 2009

Historic Scotland Risk Register and Records July 2009

Responsible Business Area	Risk Description	Current Status	Previous Status
Short Term Risks			
Human Resources	1. Major Incident Planning – Pandemic Planning	High	High
Finance Group	2. 2009-10 and 2010-11 Budgetary constraints affect delivery of programme and risk of overspend across the agency. Immediate pressure – grants batching.	High	Extreme
Finance Group	3. Failure to meet efficiency KPT	High	High
Finance Group	4. Lack of Business Continuity Planning – IT systems	High	High
All	5. Inadequate information, physical and personnel security.	Extreme	N/A
PIC	6. Reduced visitor numbers / Income KPT not achieved	High	Extreme
PIC	7. Breakdown in technology: retail system	High	High
TCG	8. Relocation of South Gyle	High	High
PIC	9. Changes to the cost/programme/scope/quality of PIC Major Projects	High	High
PIC	10. Fines or withdrawal of acceptance of bank cards for non-compliance with PCIDSS	High	N/A
Long Term Risks			
Chief Executive	11. Loss of reputation	High	High
PIC	12. Damage to historic environment (deterioration, weather, vandalism etc)	High	High