

## Appendix A

<b>Risk Number</b>	RM14381					<b>Date of update</b>			12 March 2019	
<b>Risk Name</b>	Failure to successfully deliver the Norwich Castle: Gateway to Medieval England Project within agreed budget, and to agreed timescales.									
<b>Risk Owner</b>	Steve Miller					<b>Date entered on risk register</b>			29 January 2019	
<b>Risk Description</b>										
Failure to successfully deliver the Norwich Castle Gateway to Medieval England project within agreed time and budget would have a number of serious financial and reputational impacts for both Norfolk Museums Service and the JMC partners, especially Norfolk CC and Norwich CC,										
<b>Original</b>			<b>Current</b>			<b>Tolerance Target</b>				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
3	3	9	3	3	9	2	3	6	Apr-21	Amber
<b>Tasks to mitigate the risk</b>										
An experienced Project Board has been established to support the project, including the oversight of the detailed project risk register. The Project Board will liaise closely with the project partners and with the National Lottery Heritage Fund, the majority funder of the project.										
<b>Progress update</b>										
Continued close liaison with project partners and stakeholders. All project programmes and schedules are being closely monitored. Continued quarterly reporting to the Joint Museums Committee to keep Members informed of progress with progress. NMS revenue budgets continue to be carefully monitored with appropriate risk management in place.										

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<b>Risk Number</b>	RM14286					<b>Date of update</b>			12 March 2019	
<b>Risk Name</b>	Reduction of centralised support services									
<b>Risk Owner</b>	Steve Miller					<b>Date entered on risk register</b>			21 March 2014	
<b>Risk Description</b>										
Impact on NMS from reducing resources within County Hall including finance, HR, IMT, NPS, etc. Also, pressure on minor works budget could create additional problems/maintenance costs.										
<b>Original</b>			<b>Current</b>			<b>Tolerance Target</b>				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
2	4	8	2	3	6	1	3	3	Mar-20	Amber
<b>Tasks to mitigate the risk</b>										
Work closely with colleagues in County Hall support services to protect existing services and to ensure good communication at all times in terms of flagging risks and developing alternative means of delivery / resolution.										
Strengthening independence of staff through increasing familiarity with central support services that they can use independently.										
<b>Progress update</b>										
Risk regularly reviewed by the Senior Management Team.										
Greater familiarity amongst staff using HR Budget Manager, increased self sufficiency using HR Direct, and greater ability of staff to perform basic administration duties independently using these tools.										

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<b>Risk Number</b>	RM14364			<b>Date of update</b>			12 March 2019			
<b>Risk Name</b>	Failure to deliver Arts Council England business plan 2018-22									
<b>Risk Owner</b>	Steve Miller			<b>Date entered on risk register</b>			03 October 2018			
<b>Risk Description</b>										
Failure to successfully deliver Arts Council England business plans, including meeting the Arts Council's requirements around the Creative Case for Diversity, could result in a loss of significant revenue funding for the Service.										
<b>Original</b>			<b>Current</b>			<b>Tolerance Target</b>				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
3	3	9	3	3	9	2	3	6	Mar-20	Amber
<b>Tasks to mitigate the risk</b>										
Close liaison with Arts Council England Careful delivery of programmes and activities										
Regular reporting to Joint Museums Committee										
Maintenance of Local Authority funding support and other revenue streams.										
<b>Progress update</b>										
Continued close liaison with Arts Council England.										
A diverse range of programmes and activities continue to be delivered with close monitoring of public uptake / interest.										
Continued quarterly reporting to the Joint Museums Committee to keep Members informed of progress with programme and activity delivery.										
Revenue streams continue to be maintained and monitored.										