

Scottish Boundary Commissions Risk Management Policy

Background

1. Boundaries Scotland and the Boundary Commission for Scotland are two separate advisory non-departmental public bodies, the former sponsored by Scottish Government and the latter by Scotland Office. Collectively this paper refers to them as the Scottish Boundary Commissions.
2. A shared Secretariat, staffed by employees assigned from Scottish Government, supports the Scottish Boundary Commissions in their work. Commission meetings are usually held monthly during a review and quarterly or less frequently when there is no open review.
3. This policy sets out the approach to be taken to Risk Management within the Scottish Boundary Commissions.
4. On an annual basis, the Scottish Boundary Commissions will review the operation of the Risk Management Policy, ensuring that the policy is supporting the effective and efficient operation of the Scottish Boundary Commissions, that it helps the business respond to business risks, and that adequate controls are implemented.
5. Any material changes to the Risk Management Policy should be agreed with the sponsor teams in Scottish Government and Scotland Office.

Risk Register

6. The Secretary is responsible for preparing a risk register following guidance set out in the Scottish Government Public Finance Manual, and the HM Treasury Management of Risk - Principles and Concepts (the "Orange Book").
7. The Secretary and the Scottish Boundary Commissions are responsible for identification of risks and their inclusion on the risk register and for agreeing the risk appetite. The register and the risk appetite should be updated at the start of each review and agreed with the Scottish Boundary Commissions and shared with the sponsor teams as necessary.
8. 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, but not likely to occur

	Potential Impact
High (H)	Risks that can have a catastrophic 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 of degree of disruption to outputs and may affect budgets.

Low (L)	Unlikely to occur
----------------	-------------------

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.



9. When considering the risk register, each Commission has the opportunity to :
- flag up at an early stage any areas of concern;
 - identify and agree any significant change to the risk register
 - agree appropriate mitigating actions

10. The risk register should be reviewed at least quarterly during a review to ensure that appropriate mitigating actions are in place for any risks in the red or amber categories. Scottish Boundary Commissions should review the risk register annually when there is no open review.

11. The risk register lists for each risk mitigating actions, target timescales and any residual risk after these measures are carried out. Where a residual risk remains categorised as red, or where the mitigating actions require additional resource implications not included in the allocated budget, the Secretariat should escalate the risk to the sponsor teams in Scottish Government and Scotland Office for their consideration.

12. The Secretary is considered the risk owner for all risks and may delegate responsibility to individual staff members as appropriate within the context of normal operations.

Other risks

13. Lower level risks (i.e. those not included on the risk register) will be managed as appropriate by the Secretariat as part of its normal operation.

Further Guidance

14. Further guidance on risk management is available in the Scottish Government Public Finance Manual, and the HM Treasury Management of Risk - Principles and Concepts (the "Orange Book").

Secretariat
May 2024

Summary of Changes Made		
Date	Actioned by	Description of changes made
May 2024	KM	Review to ensure up-to-date, minor grammatical changes and updates