

Pan Essex LSCT Project Risk Register - 2012 / 2013

The matrix used to assess the level of likelihood and impact is provided for information.

Risks are recorded as HIGH, MEDIUM or LOW

Likelihood	Very likely	5	5 Low	10 Medium	15 Medium	20 High	25 High
	Likely	4	4 Low	8 Medium	12 Medium	16 High	20 High
	Possible	3	3 Low	6 Low	9 Medium	12 Medium	15 Medium
	Unlikely	2	2 Low	4 Low	6 Low	8 Medium	10 Medium
	Very Unlikely	1	1 Low	2 Low	3 Low	4 Low	5 Low
RISK RATING MATRIX			1	2	3	4	5
			Minor	Moderate	Significant	Serious	Major
		Impact					

RISK IDENTIFICATION			RISK ASSESSMENT/MANAGEMENT							
Risk Categorisation	Risk Ref	Risk Description	GROSS Risk Assessment (Prior to the influence of treatment)			Mitigation / Controls	Risk Ref	RESIDUAL Risk Assessment (After the influence of treatment)		
			Probability	Impact	Risk Score			Probability	Impact	Risk Score
Timescale	R01	LCTS scheme is not delivered on time	3	5	15	Working in conjunction with the pan Essex LCTS project group Tendring's LCTS scheme was drawn up with local elements built into the scheme and approved by full Council on 27 November 12.	R01	1	5	5
Legislation	R02	Failure to meet legislative requirements	2	4	8	Working in conjunction with the pan Essex LCTS project group the legislative requirements for drawing up and approving the scheme have been met.	R02	1	4	4
Governance	R03	Governance model fails to deliver project objectives.	2	3	6	The governance structure has clear responsibilities and has the flexibility to focus on delivering specific objectives.	R03	2	3	6
Governance	R04	Individual member authorities may vary from framework etc.	4	5	20	Responsibility for group to keep members and officers informed of progress and scheme design throughout the project	R04	2	3	6
Implementation	R05	Failure by CG to deliver legislation/admin grant and main grant within timescale	4	5	20	DCLG has met their requirement to put the necessary legislation on the statute books in line with timetable.	R05	1	4	4
Implementation	R06	Failure to go live within each local authority	3	5	15	Milestones achieved for going live from April 2013	R06	1	4	4
Implementation	R07	Project team is not sufficiently resourced and skilled.	2	5	10	Robust monitoring by the Project Group has identified the need to supplement skills and redirected resources to manage skills shortage issues where they have been identified.	R07	1	5	5
Implementation	R08	Failure to reach political agreement on scheme - County Council	3	5	15	Scheme agreed	R08	1	5	5
Implementation	R09	Failure to reach political agreement on scheme - Police Authority	3	5	15	Scheme agreed	R09	1	5	5
Implementation	R10	Failure to reach political agreement on scheme - Fire Authority	3	5	15	Scheme agreed	R10	1	5	5
Implementation	R11	Changes to CT Base will affect parish finances detrimentally	3	3	9	Parishes kept informed throughout process with grant amount provided to each Parish / Town Council to ensure net neutral position financially and local precepts calculated on this basis.	R11	1	3	3

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Implementation	R12	Late consultation delaying implementation	3	5	15	Project team has worked with major preceptors throughout to ensure that consultation was undertaken on an ongoing basis. The public and other stakeholder have been consulted on the initial scheme design.	R12	1	5	5
Service Delivery	R13	Disruption to public facing services caused by poor planning / implementation of changes.	3	5	15	Analysis of potential effects to services through the life of the project with action being taken as appropriate.	R13	1	5	5
Service Delivery	R14	Failure to deliver a scheme that meets the needs of customers including vulnerable groups	3	5	15	Effective analysis and consideration of scheme both in financial and procedural terms	R14	1	5	5
Service Delivery	R15	Failure to deliver IT changes on time (by 1st December)	3	5	15	Project Governance and Communication has ensured all of software suppliers have been aware of requirements. Shortcomings in software provision have been identified and processes put in place to deal with those shortcomings.	R15	1	5	5
Transition	R16	Ineffective change management / transition planning / training	3	3	9	Robust project plan and group responsibility to deliver an appropriate approach to transition	R16	2	2	4
Transition	R17	Loss of existing service whilst resources (technology and human) are diverted to preparing the new scheme	3	5	15	The Project plan has documented dependencies and identified resource requirements throughout the project.	R17	1	5	5
Finance	R18	Unexpected costs of project	3	4	12	Strong financial controls with the Project (fixed costs)	R18	1	4	4
Finance	R19	Scheme fails to deliver required financial outcomes	3	5	15	Robust financial modelling has been undertaken throughout the project with on-going financial monitoring planned on being undertaken as part of the Council's budget monitoring procedures.	R19	1	5	5