

Pan Essex LSCT Project Risk Register

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

Risks are recorded as HIGH, MEDIUM or LOW

RISK IDENTIFICATION			GROSS Risk Assessment (Prior to the influence of treatment)		
Risk Categorisation	Risk Ref	Risk Description	Probability	Impact	Risk Score
Timescale	R01	LSCT Scheme is not delivered on time	3	5	15
Legislation	R02	Failure to meet legislative requirements	2	4	8
Governance	R03	Governance model fails to deliver project objectives.	2	3	6
Governance	R04	Individual member authorities may vary from framework etc	4	5	20
Implementation	R05	Failure by CG to deliver legislation/admin grant and main grant within timescale	3	4	12
Implementation	R06	Failure to go live within each local authority	3	5	15
Implementation	R07	Project team is not sufficiently resourced and skilled.	2	5	10
Implementation	R08	Failure to reach political agreement on scheme - County Council	3	5	15
Implementation	R09	Failure to reach political agreement on scheme - Police Authority	3	5	15
Implementation	R10	Failure to reach political agreement on scheme - Fire Authority	3	5	15

RISK IDENTIFICATION			GROSS Risk Assessment (Prior to the influence of treatment)		
Risk Categorisation	Risk Ref	Risk Description	Probability	Impact	Risk Score
Implementation	R11	Changes to CT Base will affect parish finances detrimentally	3	3	9
Implementation	R12	Late consultation delaying implementation	3	5	15
Service Delivery	R13	Disruption to public facing services caused by poor planning / implementation of changes.	3	5	15
Service Delivery	R14	Failure to deliver a scheme that meets the needs of customers including vulnerable groups	3	5	15
Service Delivery	R15	Failure to deliver IT changes on time (by 1st December)	3	5	15
Transition	R16	Ineffective change management / transition planning / training	3	3	9
Transition	R17	Loss of existing service whilst resources (technology and human) are diverted to preparing the new scheme	3	5	15
Finance	R18	Unexpected costs of project	3	4	12
Finance	R19	Scheme fails to deliver required financial outcomes	3	5	15

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 ASSESSMENT/MANAGEMENT				
Mitigation / Controls	Risk Ref	RESIDUAL Risk Assessment (After the influence of treatment)		
		Probability	Impact	Risk Score
The Establishment of the Essex Group and the creation of a comprehensive project plan will ensure that all areas of the project are scoped, analysed and executed.	R01	2	5	10
Full legislative analysis to be undertaken at regular intervals within the project. DCLG approach is not likely to be heavily prescriptive	R02	1	4	4
The proposed governance structure has clear responsibilities and has the flexibility to focus on delivering specific objectives.	R03	2	3	6
Responsibility for group to keep members and officers informed of progress and scheme design throughout the project	R04	3	5	15
Pressure on DCLG to deliver all within timeframe (assurances from DCLG stating that provisional / draft documents will be made available and finance will be decided on time)	R05	2	4	8
Project team and project support will work with all LAs to ensure that full support is given	R06	2	4	8
Robust monitoring by the Project Group will identify the need to supplement skills and redirect resource to manage skills shortage issues.	R07	1	5	5
Project team to keep authority members informed and engaged throughout the process	R08	2	5	10
Project team to keep authority members informed and engaged throughout the process	R09	2	5	10
Project team to keep authority members informed and engaged throughout the process	R10	2	5	10

RISK ASSESSMENT/MANAGEMENT				
Mitigation / Controls	Risk Ref	RESIDUAL Risk Assessment (After the influence of treatment)		
		Probability	Impact	Risk Score
DCLG working on approach now	R11	3	3	9
Project team will work with major preceptors throughout to ensure that consultation is undertaken on an ongoing basis. The Public and other stakeholders will be consulted once the initial scheme is designed	R12	2	5	10
Analysis of potential effects to services through the life of the project with action being taken as appropriate	R13	2	5	10
Effective analysis of scheme both in financial and procedural terms	R14	2	5	10
Project Governance and Communication will ensure all of software suppliers are aware of requirements. Failures will be identified early and alternative approaches developed where necessary	R15	2	5	10
Robust project plan and group responsibility to deliver an appropriate approach to transition	R16	2	2	4
The Project plan will document dependencies and resource requirements which will identify resource requirements throughout the project.	R17	2	5	10
Strong financial controls with the Project (fixed costs)	R18	1	4	4
Robust financial modelling will be undertaken throughout the project	R19	2	5	10