

CENTRAL BEDFORDSHIRE COUNCIL – DEPARTMENT/SERVICE RISK REGISTER

Learning Transformation Board

RISK REGISTER

Procurement of New Premises for All Saints' Academy, Dunstable:

Central Bedfordshire Council Focussed Risks

Version 1

November, 2009

Introduction

This risk register should be read alongside

- **The risk register maintained by the Academy Project Design User Group**
- **The risk register maintained for the generic work of the Learning Transformation Board (LTB). The Academy project is one strand of the LTB's responsibilities.**

IMPORTANT NOTES:

1. **The 'Risk with controls' entries in the chart below assume the availability of additional Central Bedfordshire Council funding to support the delivery of the project; if this funding cannot be made available these controls should be re-scored.**
2. **The figures in the right-hand 'costs' column are in addition to the £300K allowed for by the Partnerships for Schools funding arrangements.**

No	RISKS	Risk without controls			Controls in Place / Remedial Action	Risk with controls			Leading Officer(s)	Target Date	COSTS £ (Est.)
		Likelihood	Impact	Score		New Likelihood	New Impact	New Score			
1.	Lack of skilled capacity at key points in the programme for the delivery of the new Academy buildings results in weakened delivery, programme slippage, further costs and damage to the Council's reputation.	3	4	12	<ul style="list-style-type: none"> Specialist consultant engaged to co-ordinate Council's involvement Competitive appointment of Technical Adviser through Partnerships for Schools Framework Oversight (of above) by line management and governance structure, with regular direct report to Learning Transformation Board Regular scrutiny of Academy Design User Group Risk Register of whole scheme 	2	2	4	Rob Parsons	In place April, 2009- LTB 19.10.09 + As above	£100K

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		Likelihood	Impact	Score		New Likelihood	New Impact	New Score			
2..	<p>Partnerships for Schools' arbitrary £300k on-costs budget cap limits the funding available to the Council to adequately discharge its supervisory functions and provide contingency should the need emerge to obtain:</p> <ul style="list-style-type: none"> - further specialist external advice - contractrural/legal advice should disputes with contractors arise - adequate compliance with Construction, Design and Management regulations 	3	4	12	<ul style="list-style-type: none"> - submission for additional capital funding being submitted to the Council's Executive, including £90k contingency across the residual life of the programme - all on-cost budget lines monitored monthly by Head of Service - six-monthly review of adequacy of project support funding to be established - risk registers and reports for Learning Transformation Board to include any new, emerging financial issues. 	2	2	4	Rob Parsons	8.12.09	£200K (NB – see risk 3, below)
										In place November, 09	
										1 st review end-April, 2009	
										In place, November, 09	

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3	Utilisation of a design-and-build contract form militates against effective monitoring, leading to subsequent end-user dissatisfaction and significant unbudgeted rectification costs. Form of contract requires Council to meet cost over-runs in these circumstances.	3	4	12	<ul style="list-style-type: none"> - contractors implementing the scheme are pre-approved on Partnerships for Schools Framework - 11 technical site surveys have been undertaken prior to the letting of the contract - it has been agreed with Technical Adviser and Design User Group to employ a Clerk of Works to oversee implementation - Clerk of Works to be given direct access to Technical Adviser if non-compliance identified - Technical Adviser to escalate identified issues to Council, at Senior Officer level, in order to invoke timely solutions. 	2	2	4	Technical Adviser Rob Parsons	April, 2010	Included within £200K, above.

RISK SCORING CHART - This scoring gives the following risk ranking:

- High risk** - score of 16-25
- Medium risk** - score of 8-15
- Low risk** - score of 1-7

Impact	Very High (Catastrophic)	5	Low (5X1 = 5)	Medium (5X2 = 10)	Medium (5X3 = 15)	High (5X4 = 20)	High (5X5 = 25)
	High (Severe)	4	Low (4X1 = 4)	Medium (4X2 = 8)	Medium (4X3 = 12)	High (4X4 = 16)	High (4X5 = 20)
	Medium (Major)	3	Low (3X1 = 3)	Low (3X2 = 6)	Medium (3X3 = 9)	Medium (3X4 = 12)	Medium (3X5 = 15)
	Low (Reasonable)	2	Low (2X1 = 2)	Low (2X2 = 4)	Low (2X3 = 6)	Medium (2X4 = 8)	Medium (2X5 = 10)
	Very Low (Low)	1	Low (1X1 = 1)	Low (1X2 = 2)	Low (1X3 = 3)	Low (1X4 = 4)	Low (1X5 = 5)
			1 Very Low (Rare)	2 Low (Unlikely)	3 Medium (Possible)	4 High (Likely)	5 Very High (Very Likely)
Likelihood (Probability)							

IMPACT & LIKELIHOOD DESCRIPTIONS - This table helps to define levels of impact and likelihood:

Impact:	Service Delivery	Financial Loss	Reputational	Health & Safety
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Catastrophic	Total system dysfunction Total shutdown of operations.	Over £5m	Key person resignation/ removal Sustained adverse publicity in national media	Fatality or permanent disability (single event)
Severe	All operational areas of a location compromised Other locations may be affected	Up to £5m	Sustained adverse publicity in national media Board and Member dissatisfaction	Greater than 6 months absence for more than 5 people (single event)
Major	Disruption to a number of operational areas within a location and possible flow on to other locations	Up to £1m	Significant adverse publicity national media	Greater than 20 days absence for more than 5 people (single event)
Reasonable	Some disruption manageable by altered operational routine	Up to £250k	Significant adverse publicity in local media	Short term absence for up to 5 people (single event)
Low	No / minimal interruption to service.	Up to £100k	Minor adverse publicity in local media	Short term absence for up to 5 people (single event)

Likelihood:	Indicators
Rare	Likely to occur every 10+ years/up to a 10% chance of occurrence
Unlikely	Likely to occur every 10 years/up to a 20% chance of occurrence
Possible	Likely to occur every 5 years/up to a 40% chance of occurrence
Likely	Likely to occur every 3 years/up to a 60% chance of occurrence
Very Likely	Likely to occur each year/over 60% chance of occurrence