

Appendix E Risk Assessment

Risk Assessment for Design & Planning Phase

Risk	Responsibility	Mitigation
Central Bedfordshire Council does not name Potton Hall for All lead party for s.106 and land transfer. Reject project business plan.	Potton Hall for All Trustees	Business plan revised. Work with CBC via Sarah Hughes to maintain relationship and address any issues.
Community support for the Hall project wanes.	Potton Hall for All Trustees	Communication and marketing plan drawn up and in place. Personal contact with main user groups and supporters maintained through emails and face to face meetings.
Town Council support	Potton Hall for All Trustees	Maintain links with Town Council via joint working group, monthly reports, attendance at PTC meetings and Councillor remaining part of the Committee.

Risk Assessment for Capital Phase

Risk	Responsibility	Mitigation
Funding not secured in total	Project Manager, Potton Hall for All Trustees	Realistic and comprehensive funding strategy. Funding gap can be covered up to £300k by Public Works Loan via Potton Town Council. Professional fundraising support. QS cost control Liaise closely with Kier homes on occupation and draw down of s.106 from main scheme
Revenue funding not secured	Project Manager, Potton Hall for All Trustees	Business plan shows that income will match and exceed expenditure. Additional fundraising will support first two years of operation.
Tendering period over run	Project Manager , Lead consultant,	Realistic time scales set
Grants expire	Project Manager, Potton Hal for All Trustees	Negotiation with funders for extensions in good time Good project management

Budget overspend	Lead consultant, QS, Parish Council	Contingency funds available Regular project and progress reviews Tight QS control Full Bill of Quantities
Safety during construction	Lead consultant	CDM and build safety
Delay in construction	Lead consultant, Builder	Realistic time scales Tight project control Implementation of penalty causes Realistic timetable

Risk assessment for Operational Phase

Risk	Responsibility	Mitigation
Staff recruitment difficulties	Hall Management Committee & Trustees	Fair salaries offered Efficient and attractive advertising and recruitment process
Low take up of services	Hall Management Committee, Hall Manager	Marketing strategy review Advertising. Ensure income and expenditure budgets are realistic in first three years.
Income does not meet expenditure	Hall Management Committee	Marketing strategy review Advertising Review of charging. Increase fundraising efforts.
Main user group stops using hall	Centre Manager	Open communication with all user groups to anticipate problems. Draw up reserve list of users to approach if major user drops out. Increase publicity activity.
Management committee is very small and/or loses members during process	Management Committee	Have an open invitation to join. Champions within the steering group to 'sell' idea to key groups. Approach key groups in the town to ask for one representative from each to help with project. Welcome and co-

		opt new members during the process.
Lack of skills or capacity within the management committee	Trustees	Clarify which skills are needed. Involve other people with a mix of skills. Recognise level of effort needed to complete specific tasks and allocate to number of people. Conduct a community skills audit. Co-opt new members with appropriate skills. Buy in skills
Run out of funds	Trustees	Clear systems in place for monitoring expenditure. Appointment of Project Manager to specifically undertake accounts for project period. Financial policy drawn up. Budgets and cashflow drawn up in advance. Proper tendering procedure and policy in place if applicable. Regular updates of finances. Legal documents (including lease) between Potton Town Council and PH4A setting out liabilities and what will happen in event of charity closure.
Major incident	Centre Manager/Trustees	Clear health and safety, emergency and evacuation procedures in place. Major incident protocol. Regular fire and evacuation practices. First Aid kit and emergency contact numbers in reception.
Protection of asset	Trustees	Management of building is by registered charity which is governed by Charity Commission (CC). Annual account available for inspection. Asset cannot be disposed of unless agreed by CC. Lease will state building reverts to Potton Town Council in event of Charity closure.