Office Centralisation



IDENTIFICATION CONTROL OF THE PROPERTY OF THE				ALITITIVE ASSESSME	NT	MANAGEMENT ACTION				
Reference	Risk Description	Further Remarks Factors that can cause the risk to occur, The elements of the project that could be effected Any relationship or interdependancy to any other risk	Probability of Risk Happening - "p" (VL=1, L=2, M=3, H=4, VH=5)	Impact Assessment - "I" (VL=1, L=2, M=3, H=4, VH=5)	Severity Rating "s"="p" x "l"	Recommended Management Action	Timing of Management /Mitigation Action	Risk Owner	Action By	
Item No										
	1 Client								_	
1	Changes to brief by SDC	Beyond current brief	2	5	10	Monitor Housing, may require reduction in requirements if HA, achieve via reduction in length	Post HST vote, October 2006	SDC	SDC	
2	Changes to brief by WCC	Requirements for Trading Standards and Registrars	2	1	2	Obtain formal agreement from WCC. WCC confirmed that Trading Standards will go elsewhere	Formal legal agreement outstanding	SDC	SDO	
3	Delays in sign off at various stages	Formal sign off of brief, budget, Stage C, D and E	5	4	20	Co-ordinate stages with cabinet/council meetings and Gateway reviews. Stage E outstanding, re RDS's and budget	Stage E now urgent, DT working at risk	SDC	SDC	
4	Incomplete and/or contradictory brief	Should be minimal changes as individual dept's consulted and specifics incorporated. Detailed briefing still required for certain aspects	2	4	8	Manage dept's aspirations. Prepare detailed briefs for storage etc. asap	RDS's outstanding to DT, minor issues only	SDC	SDO	
5	Change in Government policy	-	2	5	10	SDC to monitor gov directives, particularly Unitary authorites etc.	Throughout	SDC		
6	Staff retention and buy in to scheme	-	2	2	4	Keep regularly informed and views captured via Focus group	a Continuous	SDC	SDO	
7	Delays due to Gateway review process	-	1	2	2	Co-incide with key project stages	Adhoc to suit other demands	SDC	SDO	
7a	Differing political views on most suitable site	Key staff could be distracted by additional management work	3	5	15	Increase communication with Scrutiny, produce newsletters, brief key groups, regular updates to Cabinet awaydays		SDC	SDC	
7b	Home working	Identification of potential homeworkers, appropriateness of home environment, Staff and Management buy in to proposal	3	4	12	Commence process early and tie into decant strategy to trial early	Decant stage	SDC	SDC	
	2 Design			_						
8	Additional Fire Officers Requirements	Additional Fire Officers Requirements	2	2	4	Early consultation with Fire Officer to agree design principles	•	DT		
9	Clent overinfluences design		1	3	3	Management team to control impact of user requirements	Continuous, minor issues only now			
10	Design creep	Area requiments contained within brief, design proposals exceed budget	3	3	9	Monitor via project contingency and QS regular reviews of proposals	costs by DL			
11	Extent of repair to house	Condition survey reveals major defects	3	3	9	Melvilles have prepared detailed condition survey, further investigations proposed to limit extent of surprises	Stage F	DT		
12	Service supplies	Adequacy of supplies at reasonalble cost	0	0	0	Max Fordham to establish via statutory suppliers	Stage D/E	וט	MF	

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13	Asbestos	Evidence in all existing buildings	5	1	5	Type 2 completed, Type 3 when works commence	Early construction	DT	DT
14	SDC buy in to design proposals	SDC do not like Stage C design,resulting in elements of reworking	0	0	0	Regular upadtes on design philosophy by SW. Agreement at Steering Group to proposals	Stage C	All	SE
	3 3rd Party								
19	Delay in adoption of conservation plan and policies	Changes in personnel unfamiliar with project	0	0	0	Melville to underpin conservation plan withfurther research on key areas	Pre Planning	DT	D
20	Services to adjacent properties on site	Further archaeology encountered	2	2	4	Policy established with Wessex, include site strip in enabling works to mitigate delays to main contract	Construction Period	0	D
21	Ecological discoveries	Bats, newts etc. delay project whilst relocated	1	5	5	Initial survey results identify no roosts or the like. Consultant to be reatined with watching brief	Design	Nisbet	D
22	Planning delays	Planning delayed due to procedural issues, failure to supply relevant supporting documentation, delays by GOSW	2	3	6	Regular liason with SDC planners and EH throuhout process. Planning advisor appointed, only GOSW now an issue	Design	DT/SDC/N sbet	√i S
23	Traffic impct assessment requirements	Additional financial requirements	0	0	0	Report provided as part of EIA		DT	D
24	Onerous Planning conditions	Extensive listof conditions with consent, financial impact of conditions	4	2	8	Regular liason to minimise conditions, full details submitted with application	Design/construction	DT	D
25	Building Control	Additional requirements	2	2	4	Regular liason by design team to agree principles during early design stages	Design	DT	D.
26	Arboricultural constraints	TPO's impact in siting	1	2	2	Root mapping instructed on key trees. Building now sited accordingly. Details as part of EIA	Design	DT	D
27	Ground conditions	Poor/contaminated ground	1	2	2	Deatiled SI instructed incl comtamination testing undertaken. Fieldwork completed	Construction	DT	D
28	Encroachment on site of Scheduled Ancient monument	City wall ramparts within grounds	0	0	0	SW have established that SAM boundary now redefined away from our site and surroundings sufficient not to imapct		DT	D.
29	Local opposition to proposals	Local residents and organisations	4	1	4	SDC communications dept to address via regular positive updates	Continuous	SDC	SI
	4 Construction/Site								
37	IT continuity maintained through phases and decants,	Linked to Disaster recover programme	3	3	9	IT dept to develop a migration strategy and monitor in relation to design development	Design/construction	SDC	S
	5 Financial								\dagger

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Item No									
54	Income from sale of existing premises	Less than budgetted	2	3	6	Review on regular basis by agents, average allowance in budget	Regular	SDC	SDC
55	Extent of decant works	Greater than initially envisaged	3	4	12	Strategy and costed solutions developed at Stage E	Stage E	All	GC
56	Inflation exceeds allowances	Currently 5% pa	2	3	6	Regular review by Nisbet	Regular	QS	PM
57	Project specification escalation	Demands by planners and other 3rd parties on quality standards	3	0	0	Regular reporting by cost consultant, regular value engineering to maximise contingency sum		QS	QS
58	Spend profile	Balance of spend and receipts not sustainable	0	1	0	Alan Osborne to monitor	Regular	SDC	SDC
59	Non project costs coded to project budget	-	4	1	4	Monthly review of finance printout and recode	Ongoing	SDC/Nis et	sb SDC
60	Budgetary pressures	Overall budget exceeds that set by Council and impacts negatively upon SDC reputation and or other SDC priorities	4	4	16	Rigourous monitoring and early action to ensure within budget	Construction Period	SDC/Nis et	sb PM
61	Negative VFM study	Audit commission report	3	3	9	Engage at early stage to mitigate negative impact	Regular	SDC	SDC

Key

Closed out risks