

Towards One Council – Programme risk register as at 07/04/2008

Risk Ref	Name of risk	Inherent (Original)				Current Control Measures (Actions)	Owner of Action	Residual (current)				Direction of Travel	Date revised
		I	L	x	OR			I	L	x	CR		
1C4W01	Retention critical skills and staff to maintain service delivery	4	4	16	High	Identification of critical posts and skills Evaluation of methods of retention Alternative sourcing of critical skills Communication and confidence building Early appointing to new structures	Richard Woodroffe	4	4	16	High	→	07/04/2008
1C4W02	Effective service delivery in all service areas as at 1st April 2009	4	4	16	High	Define acceptable performance levels for services Maintain adequate staffing Appoint heads of service to own service delivery as well as create new structures early Identify areas where reductions in service delivery are acceptable and manage expectations accordingly	W'stream Owners (WO)	4	4	16	High	→	07/04/2008
1C4W03	Ability to pay staff, suppliers, contractors etc correctly and on time	4	2	8	Medium	Rigorous project management Fallback plans in place	Les Snelgrove	3	2	6	Medium	→	07/04/2008
1C4W04	Staff know where their place of work is and what their job is and who their manager is	4	2	8	Medium	Design for top level organisational structure to be presented to IE in March Service area structures to be determined by Autumn 08 Specific communication action plan needs to be developed to address this Options for early creation of new services to be determined between April & June 08 HR procedures and resources in place to support transfers	Keith Robinson + W'stream Owners Ian Cook Richard Woodroffe/Deborah Griffin	3	2	6	Medium	↓	07/04/2008
1C4W05	Manage the collection of revenues and the payment of benefits	4	2	8	Medium	Identify minimal transition requirements and timetable to implement Banking and external transaction systems are functioning Timely public information Retention of skilled staff Effective interfacing of the current Rev & Ben systems with the BMP	Sandra Schofield	4	2	8	Medium	→	07/04/2008
1C4W06	Achieving the benefits and savings articulated in the submission	4	2	8	Medium	Receive regulations from DCLG on personnel and finance Analyse timescales for the delivery of savings Identify impact of delayed savings on service delivery Clear communications to articulate long term savings objectives Greater benefits for longer term rather than shorter term gains	Sandra Schofield	4	2	8	Medium	→	07/04/2008
1C4W07	Financial frameworks are in place to properly manage all financial activities required by the new authority	4	2	8	Medium	Identify transitional requirements and timeline to deliver Financial Regs in place Delegations established Chart of Accounts established	Sandra Schofield	3	2	6	Medium	↓	07/04/2008
1C4W08	Boundary Committee Review	2	4	8	Medium	WCC submission completed by April 08 Boundary review established Work to implement Boundary Committee recommendations in time for warding for May 09 elections Implications for community area structure factored into area board model	John Quinton/Niki Lewis	4	2	8	Medium	→	07/04/2008
1C4W09	Infrastructure in place to conduct an election	4	2	8	Medium	Kennet Chief Executive appointed to manage the process Liaise closely with Cross Cutting ICT group	Mark Boden	3	1	3	Low	↓	07/04/2008
1C4W10	Single corporate website (Internet, intranet)	3	3	9	Medium	JIT need to agree branding strategy by April 2008 Proper resource plan developed	Keith Robinson	3	3	9	Medium	→	07/04/2008
1C4W11	Effective customer contact system	4	3	12	High	Public consultation and internal communications Establish telephony options and timetable to deliver them	Tim Gregory	4	3	12	High	→	07/04/2008
1C4W12	Area Boards and local governance arrangements in place	4	3	12	High	Validate the options through the community area developmental trial arrangements Produce menu of services for delegation to Town & Parish Councils Agree early service areas that can be designed and delivered to meet community priorities Active engagement with areas through county, district, town and parish councillors and key partners	Niki Lewis	4	3	12	High	→	07/04/2008
1C4W13	Embedding vision and new culture and values within the new Council	4	3	12	High	Establishing an organisational development programme to induct staff, train members, staff and management New performance management arrangements Workforce development plan Consult and communicate with customers and key stakeholders Clear and consistent messages from all Cabinet, Board, and managers	Keith Robinson	4	2	8	Medium	↓	07/04/2008
1C4W14	ICT infrastructure in place and operational	4	3	12	High	Key ICT infrastructure projects commissioned and implemented by Dec 08 Districts co operating with integration Dec 08 - Jan 09 Critical applications fully supportable by 1st April ICT processes training and procedures established	Tim Gregory	4	3	12	High	→	07/04/2008
1C4W15	Management of transfers of assets and contracts	4	3	12	High	Establishing asset and contract registers early Allocating clear responsibility for contract management Early decisions on contract rationalisations Early decision on property strategy and utilisation	Tim Gregory	3	2	6	Medium	↓	07/04/2008
1C4W16	Implications of District policy and spending decisions on new Council	4	3	12	High	Maintain close relationships with Districts Identify key areas of risk Standing JIT agenda item	Sandra Schofield	2	3	6	Medium	↓	07/04/2008
1C4W17	Branding of new Council	4	3	12	High	Branding Strategy acceptable and affordable Implementing Branding Strategy	Keith Robinson	4	3	12	High	→	07/04/2008
1C4W18	Cost of transition escalating	4	3	12	High	Tight control of budget and business cases for budget approval	George Batten	3	3	9	Medium	↓	07/04/2008