

Appendix 2: Service Risk Register

Likelihood: Refer to Risk Scoring System for guidance
Low Medium High
Impact: Refer to Risk Scoring System for guidance
Low Medium High

IMPACT	High	AMBER Closely monitor	AMBER Manage and monitor	RED Significant focus and attention
	Med	GREEN Accept but monitor	AMBER Management effort worthwhile	AMBER Manage and monitor
	Low	GREEN Accept risks	GREEN Accept but review periodically	GREEN Accept but monitor
		Low	Med	High

Overall Risk Rating

Risk Register for Moors for the Future Partnership Service. Year: 2018/19

Corp . Obj.	Risk Description	Existing controls	Risk rating before mitigation L x I	Additional mitigating action (add to service plan)	Risk rating with mitigating action L x I (expressed as Red, Amber, Green)					Time frame of action	Lead officer	How monitor/ Indicator	Quarterly update
					Start	Q1	Q2	Q3	Q4				
	<i>A risk should be expressed as: If (x were to happen)..... then (the consequence would be) or "failure to"</i>	<i>Actions currently taken or controls we have in place that mitigate the risk e.g. standing orders</i>	<i>This should take into account existing controls</i>	<i>If the rating BEFORE mitigation is green, then no further action is essential. Otherwise, complete what actions you intend to take</i>	<i>The risk level taking into account the mitigating action you are proposing</i>					<i>To complete the mitigating action (s)</i>		<i>Monitoring you intend to use to ensure the action is completed</i>	Against mitigating action and source of assurance <i>To be completed prior to 1/4ly meetings</i>
Authority Risks (as lead partner)													
	Failure to maintain core income - insufficient funding for core team, loss of key personnel. Adverse impact on Corporate Strategy. NP Management Plan adversely affected.	Funding opportunities with strategic focus identified and followed up as appropriate. Financial contingency in place. Reduce hours/redundancy of core team.	Medium Likelihood High impact	High level advocacy by PDNPA Senior Leadership Team members and Partners.	R						John Scott	Core budget monitored monthly and reported to Strategic Management Group quarterly.	
	Programme team reduced (see above) Reputational risk for NP - impact on Corporate Strategy, NP Management Plan adversely affected. Inability to meet contractual commitments.	Funding opportunities with strategic focus identified and followed up as appropriate.	Low likelihood High impact	Corporate resource identified to cover programme management The Moor Business Project will assist funding strategy for 19/20 onwards.	A					Sept 18	John Scott	Core budget monitored monthly and reported to Strategic Management Group quarterly.	
	IT - inadequate provision for remote working.	Developing IT infrastructure.	Low Likelihood high impact	Specific software identified (GIS), resourced and training rolled out.	A					June 18	John Scott, David Hickman	Sysaid reports.	
	Accommodation - inadequate standard. Health & Safety and resource implications.	MFFP staff required to undertake property support work.	Medium Likelihood high impact	Develop action plan. Prioritise on asset register Engage janitorial support.	A					June 18	John Scott, David Hickman		

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Failure to obtain project funding PDNPA Management Plan adversely affected	Maintenance of core programme team.	Medium Likelihood High impact	The Moor Business Project will assist funding strategy.	A				March 19			
Health & Safety incident. Impact on individuals. Reputational risk Future funding and grants adversely affected	Staff trained in CDM and risk assessments and aware of H&S responsibility	Low Likelihood high impact	Actively participating in NP H&S Working Group. (MFFP) H&S Task & Finish group active.	A				On going	Chris Dean	Accident and near miss reporting procedure. MFFP Health & Safety issues log monitored by Team Managers.	
Poor project delivery. Reputational risk.	Programme management toolkit in place.	Low Likelihood high impact	Toolkit, monitoring, reporting, review	A				On going	Program me team.	Weekly status updates. Monthly updates with Project Managers. Quarterly service plan reporting.	
Adverse media attention Reputational risk	Communication strategy and work plan in place	Low likelihood medium impact	Regular meetings with Tom Marshall	G				On going	Debra Wilson	Media reporting monitored daily.	
Financial management and administration	Standing Orders in place. Partner agreements in place. Quality assurance role in programme office.	Low likelihood medium impact	Cash flow closely monitored.	G				On going	Sharon Davison	Income register maintained. Project management updates monthly.	

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Partnership risks												
Failure to maintain core income leading to loss of key personnel. Programme management affected. Bidding for future work and funding impacted PDNPA Management Plan adversely affected. Failure to obtain future project funding.	Funding opportunities with strategic focus identified and followed up as appropriate.	Medium Likelihood High impact	The Moor Business Project will assist funding strategy for 19/20 onwards.	A					March 2019	MFFP Programme team	Dependent upon HLF funding.	
Failure to engage partners. Current and future projects	Key role and objective of Head of Programme Delivery (MFFP) role. Robust Action Plan; active engagement, communication and awareness raising.	Medium Likelihood High impact	The Moor Business Project will assist communications strategy and stakeholder analysis.	A					March 2019	MFFP Programme team	Dependent upon HLF funding.	
Inadequate staff resource. Long term staff sickness. Staff overwork to cover. Programme management and delivery affected	Monitor workload and working time. Robust health and safety practices at work. Staff trained and appropriate skills base to backfill.	Low Likelihood Medium impact	Moor Business Project will assist with succession and resource planning. Adequate resources engaged in timely manner.	G					On going	MFFP Programme team	Staff working time monitored. Monthly staff updates.	
Poor project delivery. Reputational risk.	Programme management toolkit in place.	Low likelihood medium impact	Toolkit, monitoring, reporting, review	G					On going	MFFP Programme team	Weekly status updates. Monthly updates with Project Managers. Quarterly service plan reporting.	