

Appendix 4 – Washlands Enhancement Project Risk Register

No	Risk	Target/Item Improvement Action to reduce risk	Manager	Review Date	Revised Action Date	Strategy update			Risk Score
						Impact	Likelihood	Score	
1	Ground conditions being worse than expected	Ensure works are informed by topographical surveys, particularly areas where excavation will take place.	Project Manager	Ongoing	Subject to review	Moderate	Unlikely	3	Low
2	Delays to securing appropriate permits, consents and permissions	Ensure relevant authorities are engaged early and the programme accommodates a worst case scenario determination period.	Project Manager / Technical Consultants	Ongoing	Subject to review	Major	Unlikely	6	Medium
3	Delays to the procurement process	Ensure early conversations with procurement officers including exploration of procurement options such as accessing appropriate frameworks and partitioning tenders.	Project Manager	Ongoing	Subject to review	Catastrophic	Possible	13	High
4	Issues with the delivery of the flood defence works and any knock on impact	Ensure continued engagement with the Environment Agency regarding the affected area.	Project Manager / Technical Consultants	Ongoing	Subject to review	Minor	Unlikely	1	Low
5	Adverse weather conditions impacting the programme	Work closely with consultant and contractor to monitor weather conditions, programme to accommodate the ability to deliver non-weather affected works during times of adverse weather.	Project Manager / Technical Consultants / Contractors	Ongoing	Subject to review	Moderate	Probable	8	Medium
6	Any issues with the GBSLEP monitoring of project output achievement	Continue to engage with GBSLEP regarding project deliverables and monitoring processes on a quarterly basis.	Project Manager	Ongoing	Subject to review	Moderate	Unlikely	3	Low
7	Member working group unable to agree recommendations to the Deputy Leader in a timely manner	Establish clear processes for making recommendations and decisions along with conducting meetings at appropriate times and encouraging electronic discussions.	Project Manager / Working Group / Deputy Leader	Ongoing	Subject to review	Minor	Possible	2	Low

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8	Little or no support from Members	Ensure decisions are supported by Leader and Deputy Leaders and wider Council by ensuring regular updates are provided.	Deputy Leader	Ongoing	Subject to review	Major	Unlikely	6	Medium
9	Little or no support from CMT	Ensure decisions are supported by CMT by going through ESBC's relevant corporate approval and governance channels.	Project Manager	Ongoing	Subject to review	Major	Unlikely	6	Medium
10	Scope creep from initiatives outside of the programme	Work closely with other organisations working in the vicinity (e.g. TTTV) and highlight issues through monthly reporting.	Project Manager	Ongoing	Subject to review	Moderate	Possible	5	Low
11	Negative take up from ESBC Officers	Ensure ongoing effective dialogue and communication with relevant services.	Project Manager	Ongoing	Subject to review	Moderate	Unlikely	3	Low
12	Reputational damage if programme not completed	Ensure effective dialogue and communication with public and stakeholders.	Project Manager / Deputy Leader	Ongoing	Subject to review	Major	Possible	9	Medium
13	Negative public feedback / perception of project outcomes	Ensure effective dialogue and communication with public and stakeholders.	Project Manager / Deputy Leader	Ongoing	Subject to review	Moderate	Possible	5	Low
14	Additional costs may be identified as the project goes on	Review on an ongoing basis and identify opportunities to mitigate any increased costs through the contingency budget, supplementary funding, or descoping of works.	Project Manager / Cabinet	Ongoing	Subject to review	Major	Possible	9	Medium
15	Not considering the long term revenue implications of interventions, beyond the budgeted 5 year period	Ensure ongoing discussions with the Financial Management Unit and Cabinet and that any significant financial implications are proposed within the Medium Term Financial Strategy, as proposed and approved by Members.	Project Manager / FMU / Cabinet	Ongoing	Subject to review	Major	Possible	9	Medium

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16	GBSLEP funding of £1m is not spend before 31 <sup>st</sup> March 2020	Ensure ongoing financial management of the project with monthly updates via highlight reports. Ensure quarterly review of project spend to consider options for fully spending the funding before the deadline (e.g. purchasing and storing equipment) .	Project Manager	Ongoing	Subject to review	Catastrophic	Possible	13	High
17	GBSLEP not agreeing to pay grant funding on recent of a grant claim	Ensure ongoing engagement with GBSLEP to ensure grant claims are accurate and relevant. Internal Audit to review all grant claims and EA to have contractual obligation to ensure accuracy of their grant claim evidence.	Project Manager / Environment Agency	Ongoing	Subject to review	Major	Unlikely	6	Medium
18	Impact of COVID-19 on project delivery, specifically affecting supply chains and contractor staffing (links to risk 16)	Closely monitor the situation and keep in regular discussion with Project Executive. Mitigation options are limited but work with the LEP to discuss extension options.	Project Manager / Project Executive	Ongoing	Subject to Review	Catastrophic	Probable	15	High