

District of Easington Risk Assessment

Identification Number: CRR 2008-09 (LGR)  
 Risk Group: Summary of 2008-09 Local Government Re-organisation (LGR) Risks  
 Risk Group Description: Summary of 2008-09 Local Government Re -organisation (LGR) Risks

SHEET 1 OF 8

RISK ASSESSMENT MATRIX

(GREY SHADED AREA DENOTES APPETITE FOR RISK)

ISSUED BY

Risk Management Strategy Steering Group (RMSSG) & Management Team

ISSUED TO

Executive

DATE ISSUED

30.09.08

APPROVED BY

Executive

DATE APPROVED

30.09.08

RISK ASSESSMENT ACCEPTED BY

Executive and Management Team



District of **easington.**

<b>Risk Likelihood</b>	<b>A</b>	<b>Very High</b>			<b>0001</b>	
	<b>B</b>	<b>High</b>			<b>0002, 0003</b>	
	<b>C</b>	<b>Significant</b>		<b>0012, 0013, 0014</b>	<b>0004, 0005, 0006, 0007, 0008, 0009, 0010, 0011</b>	
	<b>D</b>	<b>Low</b>		<b>0015</b>		
	<b>E</b>	<b>Very Low</b>				
	<b>F</b>	<b>Almost Impossible</b>				

1. WRITE DOWN THE RISKS BELOW AND SCORE THEM.  
 2. ENTER THE RISK NUMBER FROM THE LEFT HAND COLUMN BELOW INTO THE RELEVANT BOX IN THE MATRIX ABOVE.

<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Negligible</b>	<b>Marginal</b>	<b>Critical</b>	<b>Catastrophic</b>
<b>Impact</b>			

No	Risk Detail	Risk Likelihood	Impact	Current Risk Rating	Target Risk Rating	No	Action Required	Person Responsible	Review Date
0001	Loss of key staff / Recruitment difficulties leading to capacity and capability issues.	A	2	A2	C3	0001	Explore recruitment and resource arrangements thoroughly	All Heads of Service and Managers.	28/11/08
						0002	Widely advertise posts	All Heads of Service and Managers.	28/11/08
						0003	Continue to "grow our own" from existing staff	All Heads of Service and Managers.	28/11/08
						0004	Review salaries	All Heads of Service and Managers.	28/11/08
						0005	Undertake monthly performance meetings with contractors and carry out an annual review of the service contract.	All Heads of Service and Managers.	28/11/08
						0006	Clarity on the changing circumstances in LGR process	All Heads of Service and Managers.	28/11/08
						0007	Regular 'One to Ones' and Personal Development Plans.	All Heads of Service and Managers.	28/11/08
						0008	Explore and make use of secondment opportunities	All Heads of Service and Managers.	28/11/08
						0009	Fully consider and implement interim arrangements as considered appropriate.	All Heads of Service and Managers.	28/11/08
						0010	Make effective and best use of staff notice arrangements	All Heads of Service and Managers.	28/11/08

						0011	Transitional Plan in place and kept under review to agree key local priorities and free capacity by de-prioritising existing and emerging areas of work.	All Heads of Service and Managers.	Ongoing
0002	Local Government Reorganisation distorts local focus and the ability to deal with local issues and the potential loss of local partners.	B	2	B2	D2	0001	Continue to influence development of Area Action Partnerships (AAP's ) and the need to ensure a strong local voice in future decision making to maintain focus on local issues.	All Heads of Service and Managers.	28/11/08
						0002	Transitional Plan in place and kept under review to agree key local priorities and free capacity by de-prioritising existing and emerging areas of work.	All Heads of Service and Managers.	Ongoing
0003	Disruption to services due to uncertainty that LGR brings	B	2	B2	C3	0001	Transitional Plan in place and kept under review to agree key local priorities and free capacity by de-prioritising existing and emerging areas of work.	All Heads of Service and Managers.	Ongoing
						0002	Continually review Service Plans and align to Transitional Plan in light of revised priorities and LGR developments.	All Heads of Service and Managers.	28/11/08
0004	LGR invalidates Local Development Scheme (the District Council's role in producing LDS transfers to DCC prior to vesting day)	C	2	C2 (Changed from B2)	C3	0001	Draft LDS submitted to the LGR Planning Workstream and Development Control sub-group as part of the collective LDS required by the Unitary authority. Liaison with Government Office and awaiting primary legislation to be passed before implementation.	Graeme Reed (Head of Planning & Building Control)	28/11/08
						0002	Transitional Plan in place and kept under review to agree key local priorities and free capacity by de-prioritising existing and emerging areas of work.	All Heads of Service and Managers.	Ongoing
0005	Unable to effect and communicate the District of Easington's achievements to the public	C	2	C2 (Changed from B2)	C3	0001	Keep Communications and Marketing Service Plan under review and up to date	Mike Lavender (Head of Comms. & Marketing)	Continuous

						0002	Regularly review and update Service area action plans	Mike Lavender (Head of Comms. & Marketing)	Continuous
						0003	Maintain professional relationships with the media	Mike Lavender (Head of Comms. & Marketing)	Continuous
						0004	District of Easington arrangements for "End of Era" celebrations	Mike Lavender (Head of Comms. & Marketing)	31/01/09
						0004	Transitional Plan in place and kept under review to agree key local priorities and free capacity by de-prioritising existing and emerging areas of work.	All Heads of Service and Managers.	Ongoing
0006	Implications of not effectively managing change	C	2	C2	C3	0001	Raise officer/member awareness, ensure appropriate consultation, involvement and engagement	All Heads of Service and Managers.	28/11/08
						0002	Ensure appropriate support, training and development is provided and promoted	All Heads of Service and Managers.	28/11/08
						0003	Ensuring a more flexible Service Unit with core functions and a commissioning culture to maintain capacity	All Heads of Service and Managers.	28/11/08
						0004	Involve staff in the process of change	All Heads of Service and Managers.	28/11/08
						0005	Transitional Plan in place and kept under review to agree key local priorities and free capacity by de-prioritising existing and emerging areas of work.	All Heads of Service and Managers.	Ongoing
0007	Impact on staff morale	C	2	C2	C2	0001	Consultation and communication with staff in regular briefings/meetings	All Heads of Service and Managers.	02/01/09

						0002	Involve staff and deliver 'One to Ones'.	All Heads of Service and Managers.	02/01/09
						0003	Clarify realistic goals	All Heads of Service and Managers.	02/01/09
						0004	Consultation and communication with staff in regular briefings/meetings	All Heads of Service and Managers.	02/01/09
						0005	Transitional Plan in place and kept under review to agree key local priorities and free capacity by de-prioritising existing and emerging areas of work.	All Heads of Service and Managers.	Ongoing
0008	Delays to existing project schemes	C	2	C2	C3	0001	Re-prioritise continuing key projects and ensure effective project management approach is in place.	All Heads of Service and Managers.	02/01/09
0009	Poor VFM arising from a "rush" to spend money	C	2	C2	D2	0001	Monitor and review budgets/Medium Term Financial Plan and final year budget monitor.	Tom Bell (Director of Finance and Corporate Services)	28/11/08
						0002	District Audit review	District Audit	28/11/08
						0003	Ensure projects and initiatives/activities are balanced using the Councils VFM Toolkit.	All Heads of Service and Managers.	28/11/08
						0004	Transitional Plan in place and kept under review to agree key local priorities and free capacity by de-prioritising existing and emerging areas of work.	All Heads of Service and Managers.	Ongoing
0010	Council staff may not have the capability to deliver all of its initiatives	C	2	C2	D2	0001	Ensure appropriate support, training and development is provided and promoted via corporate and service unit training resources and initiatives.	All Heads of Service and Managers.	28/11/08

						0002	Integrate staff development needs into Personal Development Plans.	All Heads of Service and Managers.	28/11/08
						0003	Ensure staff in new roles i.e. secondments, "plugging gaps" for leaving staff etc. are supported appropriately.	All Heads of Service and Managers.	28/11/08
						0004	Transitional Plan in place and kept under review to agree key local priorities and free capacity by de-prioritising existing and emerging areas of work.	All Heads of Service and Managers.	Ongoing
0011	The Council may not have the capacity or capability to prepare Whole of Government Accounts (WGA) consolidation packs if required to do so.	C	2	C2	D2	0001	Appropriate staff to monitor and review the International Financial Reporting Standards (IFRS) developments and requirements / closedown arrangements for WGA.	Tom Bell (Director of Finance and Corporate Services)	28/11/08
						0002	District Audit review	District Audit	28/11/08
						0003	Obtain guidance on the Whole of Government submission pack prior to completion of WGA consolidation pack.	Tom Bell (Director of Finance and Corporate Services)	28/11/08
						0004	Transitional Plan in place and kept under review to agree key local priorities and free capacity by de-prioritising existing and emerging areas of work.	All Heads of Service and Managers.	Ongoing
0012	Transitional arrangements for governance and business continuity are not effective	C	3	C3	C3	0001	LGR Programme implemented - Council to feed into LGR work streams and sub groups as appropriate.	Janet Johnson (Chief Executive)	02/01/09
						0002	Transitional Plan developed and kept under review.	Joy Brindle (asst Chief Executive)	02/01/09
						0003	District Audit review	Gordon Fletcher (Audit Manager)	02/01/09

						0004	Governance and business continuity considered under LGR workstream arrangements	Stuart Wardle (Governance and Risk Manager) & Ann Carr (Senior Corporate Development)	02/01/09
0013	Impact of changes to existing services and service delivery	C	3	C3	C3	0001	Keep to agreed priorities & realign current resources throughout the Transitional Plan.	All Heads of Service and Managers.	28/11/08
						0002	Consultation and communication with staff in regular briefings/meetings	Mike Lavender (Head of Comms. & Marketing), all Heads of Service and Managers.	28/11/08
						0003	Keep under review changing workload / priorities especially due to the impact of the LGR where staff movement / increased workloads will create capacity issues	All Heads of Service and Managers.	28/11/08
						0004	Ensure information is properly managed and disseminated to residents and staff in the lead up to the amalgamation of councils	Mike Lavender (Head of Comms. & Marketing)	28/11/08
						0005	Highlight the positive impact of change to residents and staff	Mike Lavender (Head of Comms. & Marketing)	28/11/08
						0006	Inform all stakeholders about progress and impact on services i.e. LGR bulletins etc.	Mike Lavender (Head of Comms. & Marketing)	28/11/08
						0007	Prepare for possible staff defection / morale issues	All Heads of Service and Managers.	28/11/08

0014	Council may not have capacity to deliver all its initiatives	C	3	C3	D3	0001	Transitional Plan in place and kept under review to agree key local priorities and free capacity by de-prioritising existing and emerging areas of work.	All Heads of Service and Managers.	Ongoing
0015	Confusion arising from LGR creates potential for misplaced and / or misappropriation of Council assets	D	3	D3	N/A	0001	Complete audit of assets and monitor and review.	Gordon Fletcher (Audit Manager)	02/01/09
						0002	District Audit review of existing security arrangements to determine their appropriateness	District Audit	02/01/09
						0003	Asset Management Policy framework for LGR to be developed and updated.	Dale Clarke (Head of Asset and Property Management) & Gordon Fletcher (Audit Manager)	02/01/09
						0004	Transitional Plan in place and kept under review to agree key local priorities and free capacity by de-prioritising existing and emerging areas of work.	All Heads of Service and Managers.	Ongoing

Any Risks with an initial and/or final assessment outside of the shaded boxes in the Risk Assessment Matrix must be referred to the Stakeholders in the project for acceptance