
Appendix 3: Risk Assessment

Five key risks associated with this action plan have been identified and are listed below together with mitigating actions in place to monitor and reduce the likelihood of the risks occurring:-

ICT resources are unavailable on the dates required for the database transfer to CIPFA, due to other work commitments, which will have an adverse impact on the timetable for data transfer.

Actions –

- a) Asset management are in constant communication with ICT with details of the work progress and highlight the urgency of the database transfer requirements.
- b) ICT attend the weekly project meeting and liaise with other officers involved with the process.

Lack of capacity and resources to complete the asset capital accounting information will impact on CIPFA's timetable for data merging.

Actions –

- a) Finance have confirmed additional resource is available to assist with the data transfer.
- b) Data base officers are working within the Finance office to ensure joined up working.
- c) Other database officers will assist with other tasks as required.
- d) Audit will assist to validate cost centres.

Slippage to the data transfer timetable will occur if CIPFA does not deliver the transfer within their 3 day timetable.

Actions -

- a) additional time has been built into the timetable as a contingency measure.
- b) monitor progress following each transfer.
- c) if there are any lessons learned from each transfer these will be taken forward into the next transfer to quicken the process.

Once roll-over of data complete the financial and assets information may not reconcile.

Action –

- a) Finance and data base teams are working towards ensuring reports reconcile before data transfer.
- b) Independent assurance to be provided by Internal Audit.

Slippage of former district data merger timetable if CIPFA does not merge the data within the five day.

Action -

- a) monitor progress following each transfer.
- b) if there are any lessons learned from each merger these will be taken forward into the next merger to quicken the process.

These risks will be monitored by the work progress group and any changes reported to senior management.