

Risk Assessment Form

Organisation/Department/Function/Project: **Primary Strategy for Change**

Objective: **Create primary schools equipped for 21st century learning with a range of children's services.**

Completed by: **Ben Wright, Education Planning Officer**

Date Completed: **1 May, 2008**

Risk (Threat to achievement of business objective)	Assessment of Risk (Assume CURRENT controls in place)			Risk Control Measures	Assigned To	Target Date (Priority)	Assessment of Residual Risk (With controls in place)		
	Impact (Severity)	Likelihood (Probability)	Risk Rating				Impact (Severity)	Likelihood (Probability)	Residual Risk Rating
PSCC0001 - Insufficient staff resources/capacity Increase in workload created by managing bulk of additional grant funding leads to lost funding, project failure, poor implementation or increased project delivery costs through use of consultants. PSfC involves £3M - £5M expenditure per annum on top of existing funding streams. Implementation must occur within DCSF designated timeframes.	Catastrophic 4	Very Likely 4	High 16	<ul style="list-style-type: none"> Recruit additional staff for Schools Accommodation and Buildings Services. <i>Proposed (0% complete)</i> 	Ben Wright	8/31/2008 (High)	Moderate 2	Unlikely 2	Low 4
PSCC0003 - Failure to secure Govt funding DCSF 'approve with modifications' the borough's PSfC, requiring moderate to minor amendments and resubmission of plan. Potential for some delay on projects. Major threats are: (i) failure to address 5% rebuild/refurbishment target and (ii) failure to provide sufficient information on 4 year investment priorities.	Major 3	Likely 3	Medium 9	<ul style="list-style-type: none"> Sufficient explanation in PSfC <i>Proposed (0% complete)</i> Obtain DCSF guidance <i>Proposed (0% complete)</i> Internal assessment of PSfC document against guidance <i>Proposed (0% complete)</i> 	Ben Wright Ben Wright Ben Wright	6/6/2008 (High) 5/9/2008 (High) 6/6/2008 (High)	Major 3	Unlikely 2	Medium 6

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PSCC0005 - Govt policy/legislation changes Future government abandons PSfC leading to local objectives unresourced.	Catastrophic 4	Unlikely 2	Medium 8	<ul style="list-style-type: none"> None <i>Proposed</i> (0% complete) 	Ben Wright		Catastrophic 4	Unlikely 2	Medium 8
PSCC0006 - Budget control failure Failure to allocate PSfC funds appropriately - i.e. with reference to DCSF and local PSfC objectives - leads to failure of PSfC implementation and possible loss of funds in future spending rounds.	Major 3	Very Unlikely 1	Low 3	<ul style="list-style-type: none"> Secure senior commitment to the programme <i>Proposed</i> (20% complete) Annual report to Cabinet or use existing monthly report utilising headline figures <i>Proposed</i> (0% complete) 	Ben Wright	6/16/2008 (High)	Moderate 2	Very Unlikely 1	Low 2
					Ben Wright	8/1/2008 (Normal)			
PSCC0008 - Insufficient Financial Resources Emergency capital works at a school - most likely condition related - impact on budgets otherwise set aside for PSfC projects	Moderate 2	Unlikely 2	Low 4	<ul style="list-style-type: none"> Continue rolling review of Condition Surveys <i>Proposed</i> (0% complete) Contingency Fund within the borough's Capital Programme <i>Proposed</i> (0% complete) 	Ann Pfeiffer Ann Pfeiffer		Moderate 2	Unlikely 2	Low 4

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PSCC0010 - Insufficient Financial Resources Modernisation Allocations and LCVAP capital grants are likely to be needed in order to implement the PSfC. This will reduce the monies available for secondary school projects, leading to delays in improving accommodation at these schools.	Moderate 2	Very Likely 4	Medium 8	<ul style="list-style-type: none"> Develop priority matrix for capital programmes <i>Proposed</i> (0% complete) 	Ben Wright	3/1/2009 (High)	Moderate 2	Likely 3	Medium 6
PSCC0011 - Loss of revenue/income generation Failure to secure other sources of funding - e.g. Targeted Capital Funding Grants (federations/successful and popular schools); S106 Funds (particularly Badnell's Pit); Sustainability funding from the government - reduces overall amount of funding available, delaying or preventing implementation of PSfC objectives. Threat arises largely from failure to put in bids.	Moderate 2	Likely 3	Medium 6	<ul style="list-style-type: none"> Recruit additional staff for Schools Accommodation Service <i>Approved</i> (0% complete) 	Ben Wright	8/31/2008 (High)	Minor 1	Unlikely 2	Low 2
PSCC0013 - Failure of internal controls Failure to manage role as commissioner	Moderate 2	Likely 3	Medium 6				Moderate 2	Unlikely 2	Low 4

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of services leads to delays and wasted resources.				<ul style="list-style-type: none"> • Specific ICT provision to develop Education plans. <i>Withdrawn</i> • Use Children and Young People Plan (CYPP) as driver for implementation. <i>In Progress (0% complete)</i> • School Asset Management Panel used to prioritise, plan and monitor delivery. <i>Proposed (0% complete)</i> • Involve schools etc in consultation process. <i>Proposed (0% complete)</i> • Annual report of Cabinet or use existing monthly report utilising headline figures <i>Proposed (0% complete)</i> 	Ben Wright				
					Ben Wright				
					Ben Wright				
					Ann Pfeiffer				
					Ben Wright	8/1/2008 (Normal)			

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PSCC0014 - Project Management Failure Failure to ensure that all borough teams take projects forward in line with PSfC aims/programme, leading to diverging outcomes and wasted resources. Particularly important are the Early Years and Childcare Team, Extended Services, Strategy and Information (ICT) and Contract Management (kitchens).	Moderate 2	Likely 3	Medium 6	<ul style="list-style-type: none"> • Ensure senior commitment to objectives of the PSfC <i>Proposed (0% complete)</i> • Ensure commitment of relevant RBWM teams <i>Implemented</i> 	Ben Wright Ben Wright	5/22/2008 (High)	Minor 1	Very Unlikely 1	Low 1
PSCC0015 - Economic climate Failure to judge impact on PVI sector of changes to first admissions to school arrangements, leads to negative publicity for borough if PVIs close.	Minor 1	Unlikely 2	Low 2	<ul style="list-style-type: none"> • Include PVI Sector in consultation process. <i>Implemented</i> 	Ben Wright		Minor 1	Unlikely 2	Low 2
PSCC0017 - Breach of Legislation - Data Protection, Human Rights etc Failure to meet provisions of "Every Child Matters" agenda leads to government criticism, impact on CPA.	Major 3	Unlikely 2	Medium 6	<ul style="list-style-type: none"> • Ensure Extended Schools Service has buy-in from schools <i>In Progress (75% complete)</i> 	Clare Barry-McAleer		Moderate 2	Very Unlikely 1	Low 2

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				<ul style="list-style-type: none"> Ensure robust communication process between Extd. Schools/Schools/School Accommodation. <i>Proposed</i> (0% complete) 	Ben Wright				
PSCC0018 - Insufficient Financial Resources Some Church of England Voluntary Aided schools cannot find their 10% for PSfC capital projects, meaning that some projects are delayed or cancelled. RC schools do not have this challenge due to the way that the Portsmouth Diocese operates.	Major 3	Likely 3	Medium 9	<ul style="list-style-type: none"> Communicate with VA CE schools <i>Proposed</i> (0% complete) Use School Asset Management Panel to prioritise, plan and monitor delivery. <i>Approved</i> (0% complete) 	Ann Pfeiffer Ben Wright	4/1/2009 (Normal)	Moderate 2	Unlikely 2	Low 4
PSCC0019 - Project Management Failure Failure to manage expectations of PSfC project, particularly tensions between ensuring every school is improved and achieving (fewer) highest quality projects.	Moderate 2	Likely 3	Medium 6	<ul style="list-style-type: none"> Ensure every school is sent the PSfC document <i>Proposed</i> (0% complete) 	Ben Wright	6/6/2008 (Normal)	Minor 1	Unlikely 2	Low 2

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				<ul style="list-style-type: none"> • Use School Asset Management Panel to prioritise, plan and monitor delivery. <i>Proposed (0% complete)</i> 	Ben Wright	4/1/2009 (High)			
PSCC0021 - Budget control failure Failure to account for cost inflation effects should the procurement process fail leads to shortfall of funds, increased short term borrowing, project delays/failures.									
PSCC0022 - Failure to deliver services at agreed cost/specification/quality Failure to ensure appropriate design means school projects - whether new buildings or minor improvements - do not meet range of PSfC objectives.	Moderate 2	Likely 3	Medium 6	<ul style="list-style-type: none"> • Dedicated Design team created to follow agreed design requirements alongside external consultant/s. <i>In Progress (0% complete)</i> 	Ann Pfeiffer	8/1/2008 (Normal)	Minor 1	Unlikely 2	Low 2

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PSCC0023 - Failure to secure Govt funding DCSF 'reject' the borough's PSfC, identifying it as having serious weaknesses. Borough required to resubmit entire plan by new deadline, and failure to do so may result in delay to funding. Major threats are: (i) failure to address 5% rebuild/refurbishment target and (ii) failure to provide sufficient information on 4 year investment priorities.	Catastrophic 4	Unlikely 2	Medium 8	<ul style="list-style-type: none"> Internal assessment of PSfC Document against DCSF guidance <i>Proposed (0% complete)</i> Sufficient explanation in PSfC doc <i>Proposed (0% complete)</i> Obtain DCSF guidance <i>Proposed (0% complete)</i> 	Ben Wright	6/6/2008 (High)	Catastrophic 4	Very Unlikely 1	Low 4
					Ben Wright	6/6/2008 (High)			
					Ben Wright	5/9/2008 (High)			