

## Appendix 2- Risk Assessment

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Failed CEB approval	CEB fail to approve Executive Director role to appoint principal contractor	Threat	Un-desired appointment of single officer decision	Delayed contractor appointment and increase costs	6th May 2014	J Bradley	5	3	4	2	4	2	Not enabling Executive Director role to appoint principal contractor will result in failed delivery targets	Early CEB consultation	2nd July 2014	Active	50%	J Bradley
Contractor Quality	Suitably qualified contractors do not submit tenders	Threat	Lack of preparation and engagement with Contractors	Poor workmanship, high costs and a lack of project understanding	6th May 2014	J Bradley	5	3	4	1	4	1	Early engagement and partnership with contractors has already enabled an improved working relationship	Early and continuing contractor engagement	Ongoing until completion of Tender phase	Active	100	J Bradley
Value for Money	Multiple contractor do not bid for works	Threat	Lack of preparation and engagement with Contractors	High costs and failed project deliverables	6th May 2014	J Bradley	4	3	3	1	3	1	Early engagement and partnership with contractors has already enabled an improved working relationship	Early and continuing contractor engagement	Ongoing until completion of Tender phase	Active	75	J Bradley
Preferred Bids exceed Budget Envelope	Tender returns exceed the budget envelope making the scheme unaffordable	Threat	Lack of preparation and assessment of forecast costs by design team and mis understood tender documents by contractor	Delayed project commencement and potential re-tender	6th May 2014	J Bradley	4	3	3	1	3	1	Regular meetings with the design team has challenged the scope and specification ensuring cost estimates are accurate	Continued assessment of costs by consultants up to tender stage, clear communication with tenders through tender stage and value engineering with contractor post tender if necessary	Post Tender design	Active	75	J Bradley

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### Appendix 3- Initial Equality Impact Assessment

1. Within the aims and objectives of the policy or strategy which group (s) of people has been identified as being potentially disadvantaged by your proposals? What are the equality impacts?

As part of the PQQ process to enable contractors to be accepted on to the HCA framework, the contractors must show due regard and competence in complying with the Equality Act 2010.

Oxford City Council places additional onuses on the contractor as part of the competitive tendering process and contract documents to ensure equality is achieved.

2. In brief, what changes are you planning to make to your current or proposed new or changed policy, strategy, procedure, project or service to minimise or eliminate the adverse equality impacts?

Please provide further details of the proposed actions, timetable for making the changes and the person(s) responsible for making the changes on the resultant action plan

A review will be undertaken by the Oxford City Council Procurement project team member of the procedures and clauses contained within the proposed tender and contract documents to ensure compliance with the Equality Act 2010.

3. Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision.

Please note that you are required to involve disabled people in decisions that impact on them

All residents will be consulted in regard to the works and particular attention will be provided towards disabled and at risk groups or individuals. Oxford City Council constantly updates details of persons who may require additional assistance and this data will be provided to the principal contractor to enable his consultation and coordination with those groups or individuals.

4. Can the adverse impacts you identified during the initial screening be justified without making any adjustments to the existing or new policy, strategy, procedure, project or service?

Please set out the basis on which you justify making no adjustments

Proposed works and coordination between parties can and will ensure that the appointed Contractor will be able to comply with the Equality Act 2010 as part of their routine and experienced handling of projects of this nature. Contractor will be experienced in matters of this kind.

5. You are legally required to monitor and review the proposed changes after implementation to check they work as planned and to screen for unexpected equality impacts.

Please provide details of how you will monitor/evaluate or review your proposals and when the review will take place

No changes are proposed to the existing policy, strategy, procedures or service as part of this scheme.

Lead officer responsible for signing off the EqIA: Mr Jack Bradley

Role: Project Lead for the Tower Block Refurbishment Scheme

Date: 19.05.14

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