**Appendix 3 – Risk Register**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk ID** | **Risk** | **Corporate Objective** | **Gross Risk** | **Residual Risk** | **Current Risk** | **Owner** | **Date Risk Reviewed**  | **Proximity of Risk (Projects/ Contracts Only)** |
| **Category-000-Service Area Code** | **Risk Title** | **Opportunity/Threat** | **Risk Description** | **Risk Cause** | **Consequence** | **Date raised** | **1 to 6** | **I** | **P** | **I** | **P** | **I** | **P** |   |   |   |
|  PCC 001 | Budget |  Threat | That City Council Budget 2015 – 2018 cuts affect service delivery | Need to reduce budget. | Resources are not available to carry out public engagement activities described in the draft Plan |  4/11/13 |  3 |  3 |  2 |  3 | 1  |  3 | 2 | Angela Cristofoli/ Sadie Paige | 12/5/14 |   |
| PCC 002 | Legal | Threat | That charges are made against the council related to Community Engagement activities | Legal challenge to community engagement activity | Damage to reputation, legal costs | 4/11/13 | 3 | 4 | 2 | 4 | 2 | 4 | 2 | Angela Cristofoli/ Sadie Paige | 12/5/14 |  |
| PCC 003 | Resources | Threat | That there are insufficient resources to execute this plan | Resources are under-estimated and stretch service delivery | Stress | 4/11/13 | 3 | 2 | 3 | 2 | 1 | 2 | 1 | Angela Cristofoli/ Sadie Paige | 12/5/14 |  |
| PCC 004 | Publication of results | Threat | That the decision making process is compromised by lack of trust by consultees | Lack of clarity and transparency | Poor quality decision making | 12/5/14 | 3 | 3 | 3 | 3 | 1 | 3 | 3 | Sadie Paige | 12/5/14 |  |
| PCC 005 | Inclusion of all groups | Threat | That the decision making process is compromised by lack input from some groups  | Lack of inclusiveness and accessibility | Poor quality decision making | 12/5/14 | 3 | 3 | 2 | 3 | 1 | 3 | 2 | Sadie Paige | 12/5/14 |  |
| LPC 001 | Failure to engage appropriately with communities of identity. |  Threat | Following implementation of Plan, services do not engage effectively with Communities of Interest | Lack of understanding or commitment by services of how to engage  | Communities feel issues not being addressed and feel solated |  4/11/13 |  3 |  4 |  3 |  4 |  1 |  4 | 3 | Angela Cristofoli | 4/11/13 |   |
| LPC 002 | Increase in numbers engaged through collaborating.  | Opportunity | Currently few residents actively engaged in deprived areas and amongst young people  | Lack of active targeted engagement and dedicated resources  | Does not address council’s priority to encourage community engagement especially amongst hard to reach groups | 4/11/13 | 3 |  |  |  |  |  |  | Angela Cristofoli | 4/11/13 |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk ID** | **Risk Title** | **Action Owner** | **Accept, Contingency, Transfer, Reduce or Avoid** | **Details of Action** | **Key Milestone** | **Milestone Delivery Date** | **%Action Complete** | **Date Reviewed** |
| PCC 001 | Budget | AC/SP | Reduce | 2014/15 budget has been approved. CEP action plan based upon current resource level.  | 2015/16 budget approval | Feb 2015 |  | 12/5/14 |
| PCC 002 | Legal | AC/SP | Avoid | On-going participation of Legal Service Head at Public Involvement Board  | None, action is on-going | Not applicable |  | 12/5/14 |
| PCC 003 | Resources | AC/SP | Avoid | Review 2014/15 Service Plans for consultation activities. Develop Annual Plan and estimate resource. Develop service level agreement with service areas. Organise eConsult training.  | Service Plans posted on intranet | May/ June 2014  |  | 12/5/14 |
| PCC 004 | Publication of results | SP | Avoid | Implement service level metric to improve the publication of results. Explore mail merge capability within eConsult.  | New metrics added to CorVu | May 2014  |  | 12/5/14 |
| PCC 005 | Inclusion of all groups | SP | Avoid | Panel refresh. Raise awareness of consultations across Students, Polish community, voluntary sector. | Panel refresh | July/Aug 2014 |  | 12/5/14 |
| LPC 001 | Failure to engage | AC/SP | Avoid | Ensure training programme for services and regular updates. Consultation Officers group to share best practice and audit engagement.Public Involvement Board to review PIDs to ensure address Communities of Identity  | Training and updates timetabled after Plan implemented |  |  | 4/11/13 |
|  |  |  |  | Set annual targets for young people’s engagement and also for residents in areas of deprivation  | 6 month review  |  |  |  |