

Community Engagement Policy Statement 2014 – 2017 (draft)

Appendix 3 – Risk Register

Risk ID	Risk						Corporate Object ive	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	Lack of inclusiveness and accessibility	Poor quality decision making	12/5/14	3	3	2	3	1	3	2	Sadie Paige	12/5/14	

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			by lack input from some groups														
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 isolated	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

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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			

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