

Risk Register

Council of Sanctuary Framework

As at: (DATE)

Ref	Title	Risk Description	Opp / Threat	Cause	Consequence	Risk Treatment	Date Raised	Owner	Gross		Current			Target		Comments	Control / Mitigation Description	Date Due	Action Status	% Progress	Action Owner
									P	I	P	I	Score	P	I						
	Council of Sanctuary award	Not meeting award criteria	Opportunity	Poor application, insufficient resourcing & planning	Reputational damage, poor use of staff resources, decline in trust from local residents, VCS & members	Reduce	18/10/24	Stephen Cohen	3	5	3	3	9	2	3		Established project team and robust project plan considering resourcing, financing and risks. Application has now been submitted for consideration.	31/01/25	In Progress	80%	Stephen Cohen
	Insufficient funding to resource project	Inability to provide adequate resources & funding required for partnership working	Threat	Unrealistic & inadequate planning for delivery of project	Insufficient staffing resources, incorrect skills & knowledge, over burdened existing staffing.	Reduce	18/10/24	Stephen Cohen	3	4	3	3	9	2	2		Clear planning, consultation with senior management & key stakeholders of resource requirements. Budget allocated.	31/01/25	In Progress	80%	Stephen Cohen
	Adverse general public opinion/media intervention	Negative publicity & reputational damage	Threat	Generated from mismanagement of public facing contact and partnerships	Reputational damage	Avoid	18/10/24	Stephen Cohen	3	4	3	3	9	2	2		Clear & joined up communication strategy. Support from Members and commitment to deliver as action in thriving communities strategy	31/01/25	In Progress	50%	Stephen Cohen
	Community relations	Damage to trust from people seeking sanctuary and local stakeholders	Threat	Inability to engage and communicate effectively as well as raising expectations	Reputational damage, decline in trust in Council	Avoid	18/10/24	Stephen Cohen	3	4	3	3	9	2	2		Engagement with target audience and local stakeholders from the start of the project, building trust in the project development and objectives	31/01/25	In Progress	60%	Stephen Cohen
	Poor leadership	Lack of clear project leadership	Threat	Lack of designated roles to deliver project, insufficient senior management communication & buy in	Project will lack direction & focus and be unable to deliver on core aims	Avoid	18/10/24	Stephen Cohen	4	5	3	3	9	2	2		Clear project lead & sponsor, project team and designated roles	31/01/25	In Progress	60%	Stephen Cohen
	Equality Act 2010	Not complying with the Act or taking account of the PSED & protected characteristics	Threat	Lack of planning & understanding of the requirements of the Act	Breaching equalities legislation. Not adhering to Council's own policies on equalities	Avoid	18/10/24	Stephen Cohen	3	4	3	3	9	2	3		Equalities Impact Assessment drafted as part of the cabinet report considering and ensuring compliance with the EA2010	31/01/25	In Progress	50%	Stephen Cohen
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