Connecting Opportunities

Appendix 1 – Risk analysis

The table below describes the main risks to the project, the impact these risks would have, the existing controls to monitor these risks and the action required to put extra controls in place.

Description	Probability	Impact	Risk Score	Existing controls	Action Required	Lead responsibility
Project Management						
Loss of key project staff, including management and keyworkers	3	3	High	Succession planning, where appropriate. Potential to second staff into key roles, if needed.	Project induction for all staff working on the project.	Project manager
Delay in the recruitment of keyworkers	2	3	Medium	Existing recruitment and selection policies and procedures of each partner.	Start recruitment process as soon as project approval granted.	Project manager
High turnover of staff across the partnership	3	2	Medium	Clearly defined job descriptions and personal specifications.	Regular networking and support to increase staff morale.	Project manager
Loss of partner (for example, through administration)	1	4	High	Financial health checks at application stage. Regular monitoring and support.	Regular contact and close relationships with partners.	Project manager/ finance and evidence manager
Lack of resources	1	4	High	Staff and service delivery resources thoroughly planned at application.	Workloads, caseloads and other project resources updated regularly.	Project manager
Breach of partnership agreement by partners	1	4	High	Draft partnership agreement written and agreed by partners. Partnership agreement approved by BBO/BLF.	Partnership agreement signed by partners. Ongoing support and monitoring. Regular partner meetings.	Project manager

Connecting Opportunities

Appendix 1 – Risk analysis

The table below describes the main risks to the project, the impact these risks would have, the existing controls to monitor these risks and the action required to put extra controls in place.

Description	Probability	Impact	Risk Score	Existing controls	Action Required	Lead responsibility
Participants						
Participants become disengaged with the project and services provided.	3	3	High	Keyworker support around engaging and challenging participants.	Regular meetings between keyworkers and participants. Job descriptions and personal specifications of keyworkers.	Partners
Support to participants not targeted properly.	2	3	Medium	Existing relationships between partners and target participants.	Ongoing review throughout the project.	Project manager/ partners
Safeguarding incidents	1	5	High	Existing safeguarding policies for all partners.	Ensure safeguarding arrangements are up to date.	Project manager
Lack of referrals to the project	1	3	Medium	Mapping of referral network through existing links to the community. Easy approach to signposting. Publicity plan in place for each local area.	Monitor level and type of referrals. When necessary, relevant partners to increase or change publicity.	Project manager/ partners
Monitoring and reporting						
Failure to meet project targets	2	4	High	Achievable targets have been mapped based on each LCR area and allocated to each partner.	Ongoing monthly monitoring and at three key stages throughout the project.	Project manager
Failure to meet project outcomes	2	4	High	Achievable project outcomes have been mapped based on each LCR area.	Ongoing monthly monitoring of three indicators of change throughout the project.	Project manager

Connecting Opportunities

Appendix 1 – Risk analysis

The table below describes the main risks to the project, the impact these risks would have, the existing controls to monitor these risks and the action required to put extra controls in place.

Description	Probability	Impact	Risk Score	Existing controls	Action Required	Lead responsibility
Partners claiming for ineligible expenditure	2	3	Medium	Guidance on eligible and ineligible expenditure provided to partners.	Ongoing support and monthly checks on financial monitoring data. Financial monitoring and evidence policy.	Finance and evidence manager
Failure to provide sufficient evidence (financial and other)	2	3	Medium	Guidance on eligible and ineligible expenditure provided to partners. Guidance on evidence required.	Ongoing support and monthly checks of financial monitoring and other data. Financial monitoring and evidence policy.	Finance and evidence manager
Data security and data sharing						
Failure to comply with Data Protection Act	1	5	High	Privacy impact assessment carried out. Information sharing agreement between partners. Data security addressed in partner agreement. Partners all registered as data controllers with ICO and all have data security policies in place. Regular backups of data.	Regular review of privacy impact assessment and risk log. Guidance for partners. Use the management information system or secure file transfer to share personal sensitive data. Only share data with individual's consent; use shared templates to record consent. Flag any restrictions on data sharing in management information system. Guidance for partners on data quality, retention, backups, deletion.	All partners

Connecting Opportunities

Appendix 1 – Risk analysis

The table below describes the main risks to the project, the impact these risks would have, the existing controls to monitor these risks and the action required to put extra controls in place.

Description	Probability	Impact	Risk Score	Existing controls	Action Required	Lead responsibility
IT security breach	1	5	High	Data security policies. Project's management information system [MIS]will: • meet the Council's technical security standards • have its server in EEA • have granular access control levels	All partners implement data security policies. Organise MIS permission access levels on a strictly need-to-know-information basis. Maintain strict control of user logins. Use Council's secure file transfer system [Mail Express] to share data if MIS is out of service.	Communications and information manager / partners
IT failure	2	3	Medium	Regular backups of data. Disaster plans in place for MIS. IT supplier to give 10 working days' notice of scheduled downtime. Data security policies.	All partners implement data security policies. Inform partners of any system downtime.	Communications and information manager / partners
Communications and publicity						
Lack of communication	1	3	Medium	Communications plan in place; [includes meetings schedule and strategy to encourage feedback].	Regular contact and updates for partners, stakeholders, keyworkers and participants. Ongoing review of feedback.	Project manager
Insufficient publicity	1	4	High	Publicity plan in place, both project-wide and in each LCR area.	Ongoing publicity activity. Ongoing review throughout the project, with changes in level or type	Project manager / Communications and information manager

Connecting Opportunities

Appendix 1 – Risk analysis

The table below describes the main risks to the project, the impact these risks would have, the existing controls to monitor these risks and the action required to put extra controls in place.

Description	Probability	Impact	Risk Score	Existing controls	Action Required	Lead responsibility
					of publicity if required.	
Failure to follow ESIF/BBO branding guidance	1	3	Medium	Requirement for compliance with ESIF/BBO branding guidance included in partnership agreement.	Comprehensive guidance provided to partners. Project templates to be used, where possible. Ongoing support, monitoring and checks for partners.	Communications and information manager