

## RISK ASSESSMENT FORM

Organisation / department / function / project; Enterprise Quarter Project



**Business Objective:** Corporate Priority 1

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No	Risk & Impact (Threat/Opportunity to achievement of business objective)	Assessment of Gross Risk (1–5)			Risk Treatment Measures Implemented	Assessment of Current Risk (1-5) [With control measures implemented]			Further Possible Risk Mitigation	Time scale
		Impact (Severity)	Likelihood (Probability)	Risk Score		Impact (Severity)	Likelihood (Probability)	Residual Risk Score		
1	Heritage Lottery funding not granted or forthcoming	4	4	16	Work closely with funder to ensure application meets their requirements. Secure all match funding	4	1	4		
2	Failure of partners to work together	4	2	8	Regular project steering groups meetings with all partners involved. Regular communication between partners.	4	1	5		
3	Impact on car parking inadequately assessed and dealt with	3	3	9	Review car parking in the local area. Communicate with current car park users and stakeholders. Create a car parking strategy for the area including mitigation for loss of disabled spaces.	3	1	3		

4	Relocation of Philip Dix and Carnegie Centre tenants and users not managed	4	3	12	Philip Dix and Carnegie Centre Management part of Project Steering Group. Engage and communicate with Carnegie Centre users appropriately. Develop a robust relocation timetable / strategy. Work closely with Agile Working Project.	3	1	3		
5	Surface Water Sewers unfit for purpose	2	5	10	Define legal responsibility between South Staffs water and landowner Design and cost new scheme	1	4	4		
6	SCC Local Growth Fund funding not granted or forthcoming	5	4	20	Work closely with funder to ensure application meets their requirements.	4	2	8		
7	Political change at May elections	4	2	8	Get cross-party support	4	1	4		
8	Faculty Permission for works in the churchyard extends project timetable	2	4	8	Devise contingency for works to be carried out after the main project / Amend design specification to minimise requirement for Faculty	2	2	4		
9	Archaeological site investigation finds significant evidence	5	1	5	Minimise requirement for archaeological site investigation through works specification and site investigation.	4	1	4		
10	Design of an acceptable loading / unloading scheme for the Assembly Rooms	5	2	10	Work through design options and legal constraints to achieve an acceptable solution.	5	1	5		
	Further deterioration in the condition of the Assembly Rooms;	4	2	8	Put Assembly Rooms project at the start of the project programme	4	1	4		
	Impact on the MTFs (Revenue & Capital) of any of the proposed changes.	4	2	8	Ensure regular and detailed monitoring of all costs and estimates	4	1	4		

	The actual cost of the project exceeds the estimated costs	5	2	10	Identify variations in specification and scope of works that can be implemented to create cost savings	5	1	5		
	The estimated increases in income do not materialise	3	3	9	Ensure adequate contingency in the revenue estimates	3	2	6		
	Contractor financial problems due to emerging from recession	4	2	8	Carry out financial due diligence on Contractor tender list	3	1	3		