

RISK LOG

PROJECT NAME:	Short Breaks Recommissioning	PROJECT ID	N/A
PROJECT MANAGER:	Becky Bliss/Rhiannon Griffiths	DATE LAST AMENDED	04/05/2018

Category - 'E/F' Economic/Financial; 'E' Environmental; 'L' Legal/Regulatory; 'O/M' Organisational/management; 'P' Political; 'S/C' Strategic/Commercial; 'T/O' Technical/Operational
KEY Likelihood - 6 = Almost certain, 5 = Likely, 4 = Probable, 3 = Possible, 2 = Unlikely, 1 = Almost impossible **Impact**: 4 = Catastrophic, 3 = Critical, 2 = Significant, 1 = Marginal
Priority Score - Purple (18-24: Catastrophic Risk); Red (10-16: Critical Risk); Amber (9-8: Significant Risk); Green (1-6: Marginal Risk)

ID	Type	Category	Description	Likelihood	Impact	Priority	Date identified	Countermeasure or response	Residual			Owner / Actioner	Notes	Date of last update	Status	Related RAID ID
									Likelihood	Impact	Priority					
R1	Risk	O/M	Timeline for delivery is very tight with little room for slippage. This means that if implementation of the new contracts is delayed they could be a gap in short breaks services.	3	3	9	16/12/17	Project governance to keep tight watch on project milestones. Apply for waiver to extend existing contracts if necessary.	2	3	6	Becky Bliss				
R2	Risk	P	There's the potential that we will be recommending changes to existing services. Whilst we are coproducing options with parent carer and Young People's groups it is within the nature of this work that any changes to services are likely to be challenged by user groups with petitions going to the Mayor. This is likely to cause delays in the project timeline and implementation (see above).	5	3	15	16/12/17	Project governance to Sign off project plan with a view to ensuring we are not being overly optimistic with timescales. Project governance to ensure we are adhering closely to the Cabinet sign off/decision-making pathways. Embed and evidence coproduction throughout the creation of options. Ensure full and evidenced consultation.	4	3	12	Becky Bliss				
R3	Risk	O/M	Savings targets are unknown for 2019 onwards, we do not know what the envelope will be for these projects so when developing options we don't realistically know what we will be able to afford.	4	4	16	16/12/17	Budget confirmed by 31.3.18	3	3	9	Rebecca Cross				
R4	Risk		Currently unable to talk to many parents who use WECIL consortium services. Unable to share contact details due to data protection. Parents mainly drop off at services and don't have time to stop. Risk that we are not hearing their opinions	4	3	12	18/06/18	Commissioning team making every effort through provider staff to contact parents. Efforts will continue, including trying to catch parents at drop off and pick up of various sessions throughout the week.	3	3	9	Becky Bliss & Rhiannon Griffiths				
R6	Risk		Service Improvement Exercise looking at Specialist Short Breaks is taking place at the same time as this Commissioning review of targeted services. Our message has been clear that we are not reviewing Specialist services but there is a risk these two processes may confuse the public.	3	4	12	18/06/18	Raised with Service Improvement manager, who has engaged with Bristol Parent Carers at an early stage to manage messages. Liaised with PR team and flagged as a risk. Raised with Rebecca Cross and Bridget Atkins	3	3	9	Becky Bliss & Rhiannon Griffiths				
R7	Risk		Equalities groups have been difficult to engage with as part of analyse phase. Very little uptake of specific equalities event.	4	3	12	18/06/18	Targeted conversations with groups and individuals from different equalities groups have been had. This has provided useful feedback but is not the widespread engagement we had hoped for.	3	3	9	Becky Bliss & Rhiannon Griffiths				
R8	Risk		Children at the higher end of need in the targeted band may be falling through gaps between targeted and specialist services e.g. those children who need 1:1 support, peg feeding, personal care etc	6	4	24	21/06/18	Consulting on options to address	2	4	8	Becky Bliss & Rhiannon Griffiths				
R9	Risk		Stakeholders and families may not understand that the providers could change as part of procurement process.	4	3	12	01/07/18	Comms messaging needs to be clear throughout the process	2	3	6	Becky Bliss & Rhiannon Griffiths				
r10	Risk		Schools may disengage from schools holiday activities, risking resources in kind	3	4	12	01/07/18	Agreement to be drawn up that schools are committed for the duration of the contract	1	4	4	Becky Bliss & Rhiannon Griffiths				
						0					0					