

Project Risk Log

Type of risk (+ve / -ve)	Ref/ID (risk)	Risk Description	Key Causes	Key Consequence	Status	Risk Owner	Key Mitigations	Original Risk Level			Risk Tolerance			
								Likelihood	Impact	Risk Rating	Likelihood	Impact	Risk Rating	Date
Negative	R001	It may not be possible to put in place sufficient provision to meet demand by September 2020.	Short timescale for delivery. Demand for different types of provision varies from year to year and is hard to predict. Large backlog of ECHPs not finalised.	Children may not have a named school that meets their needs.	Closed	Director Education and Skills	Head teachers engaged and have submitted ideas. Feasibility studies of ideas underway.	4	5	20			0	20/08/2020
Negative	R002	Reputational risk if unable to name education settings in EHCPs	Sufficient provision is not yet in place.	Could result in increased complaints to the council and/or a judicial review.	Closed	Director Education and Skills	Communications plan required. External Communications Team engaged. Workshop to develop comms strategy to be held.	4	5	20			0	27/07/2021
Negative	R003	Basic needs funding cannot be brought forward and used to increase short term provision for September 2020.	Use of fund not agreed corporately.	Additional provision cannot be built.	Closed	Head of Capital Projects	Finance to be engaged. Cabinet report required.	3	5	15			0	20/08/2020
Negative	R004	Data needed for provision planning may not be routinely recorded or available in a timely manner.	It is unclear what data is available.	Provision planning does not reflect demand meaning the right provision is not put in place.	Closed	Project Manager	Group established to look at data requirements across Education Work closely with SEN team to make sure provision is in the right place	2	5	10			0	20/08/2020
Negative	R005	Coronavirus pandemic diverts internal resource from this project.	Coronavirus pandemic.	Internal stakeholders cannot provide input into the project and key "unknown unknowns" are missed.	Closed	Director Education and Skills	Executive Director People has indicated this is a priority for BCC to deliver. Resource from Change Services agreed. Education settings engaged.	2	5	10			0	20/08/2020
Negative	R006	Education settings are unable to recruit additional teaching capacity.	Timescales for recruitment and availability of teachers.	The provision might not be able to be staffed sufficiently.	Closed	Project Manager	Some Eols to be fast tracked to give schools clarity. Dialogue with education settings to ensure shared understanding of the timescales	4	5	20			0	19/05/2020
Negative	R007	Delay to appointing external resource to undertake feasibility studies of Eols.	Coronavirus pandemic diverting Procurement resource and delaying approval.	Could delay selection of ideas to take forward.	Closed	Head of Capital Projects		4	3	12			0	04/05/2020
Negative	R008	Potential for delays caused by RSC approval process for academies.	RSC must provide approval for academies.	Delay to delivery of placements within academy chains.	Closed	Project Manager	RSC engaged and ongoing dialogue	3	3	9			0	27/07/2021
Negative	R009	Can't find independent contractor for ALP review.	Independent candidates required.	Delay to ALP review.	Closed	Project Manager	Guidant enlisted in the search for an appropriate individual with the necessary skills and experience	2	5	10			0	19/08/2020
Negative	R010	Forecasting data does not reflect action demand	Quality of data and/or availability.	Number of places required for long term planning is unknown and future provision doesn't meet demand.	Open	Specialist Placements Manager	Build flexibility into future provision. Ensure right data is collected at the right time.	2	3	6	2	3	6	27/07/2021
Negative	R011	Number of specialist places required is unclear.	Due to the backlog of EHCP requests it is unclear how much additional specialist provision is needed for September 2020.	Provision is put in place that does not match with future demand.	Closed	Project Manager	Maintain close links with SEN team (Mary Taylor) Build flexibility into future provision.	2	3	6			0	16/09/2020
Negative	R012	New ways of working within education settings may reduce the availability of space referred to in Eol.	Schools required to abide by Coronavirus pandemic regulations.	Space identified for use in Eols is needed for existing pupils and so can't be used to meet specialist demand.	Closed	Project Manager	Open conversations with schools to be reflected in agreed SLA	3	5	15			0	19/05/2020
Negative	R013	Time taken for feasibility studies.	External supplier is unable to complete all feasibility studies within required timescale.	Unable to select interventions to take forward	Closed	Head of Capital Projects	Prioritise quick wins for initial studies.	3	5	15			0	20/08/2020
Negative	R014	ALP settings don't engage for the review	Scepticism over the aims of the review.	Delay to ALP review.	Closed	Project Manager	Communications to be developed prior to the review going live. Appropriate contractor to be found with the skills and experience needed to perform task.	2	3	6			0	24/05/2021
Negative	R015	Conversations with schools are delayed.	Insufficient internal resourcing.	Unable to approve projects to move forward due to lack of agreement of the type of provision leading to a delay delivery. Unable to agree SLA.	Closed	Project Manager	Explore use of resource from within TWS or SIO. Framework for conversations developed. Additional external resource appointed.	3	5	15			0	26/10/2020
Negative	R016	Unable to agree the type of provision needed with education settings	Difference of opinion as to the type of provision the education setting would like and the type of provision required by BCC.	Eol not accepted and provision not put in place.	Closed	Project Manager	Open conversations with schools to be reflected in agreed SLA	3	5	15			0	20/08/2020

Negative	R017	Unable to agree SLA with settings	Disagreement between the Local Authority and the setting on e.g. type of need, funding arrangements, start dates, etc	Scheme does not progress and deliver the required placements	Closed	Project Manager	Detailed dialogue with settings to inform internal approval of schemes	3	5	15			0	26/10/2020
Negative	R018	Stability of settings	Requests to move young people out of specific specialist provision	Increased numbers of complex placements will need to be found.	Closed	Head of Service Accessible City	Open dialogue with settings. Close links with SEN team to be maintained to ensure project is aware of any changes of required number of placements.	3	5	15			0	28/09/2020
Negative	R019	Approval timescales within schools	Schools may not have factored in internal approval processes	Delay to start of placements	Open	Specialist Placements Manager	RSC engaged. Discussed with all settings.	4	5	20	2	5	10	24/05/2021
Negative	R020	Construction timescales	Contractor unable to complete building works within the desired schedule.	Delay to start of placements	Open	Head of Capital Projects	Head of Capital Project engaged.	4	5	20	3	5	15	27/07/2021
Negative	R021	Recruitment of SEND Placements Manager	Unable to recruit to post.	Project does not close on schedule as unable to transfer to BAU.	Closed	Head of Service - Learning City for All	JEQ of role.	4	3	12			0	24/05/2021
Negative	R022	Capital funding	Insufficient capital funding available for all schemes.	Reduced number of additional placements available.	Open	Head of Capital Projects	Contractor to produce cost estimates. Internal approval of schemes within cost envelope.	3	5	15	4	5	20	27/07/2021
Negative	R023	Lack of Year 7 places for September 2022	Slippage of Phase 1 and long wait times for SEND grant announcement	Year 7 pupils with no specialist school place	Open	SEND	Phase 2 will mitigate, looking at sites for contingency	5	5	25	4	5	20	22/04/2021