

APPENDIX 1

PHASE 2 CHILDREN'S CENTRE RISK REGISTER – 6TH JUNE 2006

Project	Risk	Mitigating Actions	Risk Manager
Area 1- Option A - New build Children's Centre and Health Centre on site of Queens Park Community School	1. Funding not confirmed in time to progress project a) Section 106 (from Winkworth Hall) – Section 106 is not usually allocated to one local area b) Capital raised through prudential borrowing against rental income c) PCT revenue funding is not approved by PCT board therefore joint capital project cannot go ahead	1. a) Negotiate with developer and planners b) Establish amount available to borrow and present case to capital board for consideration c) Work with PCT colleagues to achieve confirmation and consider alternative options if funding not available (by 30.9.06)	PC CP CP
	Option B – Children's Centre as part of redevelopment of Winkworth Hall site	1. Suitable accommodation cannot be provided in redevelopment 2. Revenue required for rent after anticipated grant funding period ends	1. Discuss requirements with developer 2. Negotiate no or low rent with developer PC PC
Areas 2 and 4 – Co-location at Willesden and Wembley Centres for Health and Care	1. Insufficient space made available by PCT to run Children's Centre services	1. Develop joint service delivery plan (by 31.6.06) and provide space requirements	LFL/ST
	2. Revenue required for rent	2. Negotiate with PCT alongside service delivery plan	LFL/ST
Area 3 – Refurbishment and adaptation of the caretakers house at Lyon Park Infant and Junior Schools (217 Mount Pleasant)	1. Competing council policies delay a decision on the future of the caretakers house	1. See recommendations in Executive report	CP
	2. School is expecting a share of a notional capital receipt	2. As above	CP
Area 5 – Co-location in new Wembley Primary School	1. Capital contribution to project will not be approved by Sure Start Unit	1. Early discussions with Sure Start Unit and architectural assessors to justify contribution. Background work to evidence capital expenditure on project to be completed by architects.	CP
	2. Project completes after phase 2 deadline, Sure Start Unit do not allow slippage	2. Approach made to Sure Start Unit for advice on 31.3.06, still following-up written response	CP

Area 6 – St Raphaels Use of Youth and Community Centre	1.Tenancy issues to be resolved	1.Develop strong management and development proposals for centre including wider community use 2. Follow appropriate procedures regarding tenant (ongoing)	LFL/ST for management CP for development PC
Area 7 – New build or refurbishment at Fryent Primary School	1. Insufficient capital for project	1. Work with consultants to achieve best value for money (ongoing work)	CP
All projects	1.Insufficient capital to achieve objectives	1.Seek additional sources of funding e.g. General Sure Start Grant (Extended Schools) capital	CP
All projects	1.Tight project timescales	1. Appoint appropriate consultants and manage effectively with targets and milestones	CP
All projects	1.Revenue required for consultants work at RIBA stages A & B (project inception and feasibility)	1. Allocate revenue from Children’s Centre revenue budget	LFL

Note:

All projects and associated risks are subject to the outcome of options appraisals to be completed for Executive report.

Abbreviations:

PC – Phil Churton (Head of Estate Management)

PCT – Brent Primary Care Trust

CP – Cheryl Painting (Project Manager)

LFL – Lesley Fox-Lee (Head of Early Years Service – Client)

ST – Simon Topping (Children’s Centres Project Officer – Client)

NP – Nitin Parshotam (Head of Asset Management, Children and Families)