

PHASE 2 CHILDREN'S CENTRE CAPITAL PROJECTS RISK REGISTER – MARCH 2007

Project	Risk	Mitigating Actions	Risk Manager	Overall Project Risk Level
New build Children's Centre on site of <i>Queens Park Community School</i>	1. Insufficient funding 2. Insufficient time to complete building due to delays in working with PCT on combined project and requiring Exec approval for alternative scheme 3. Delays to programme for planning issues 4. Delays related to approval to develop land from DfES	Manage budget effectively with consultants Use effective construction and/or procurement methods Discussed at length with planners, explain background to new consultant Prepare strong case and ensure limited use of playing field areas	CP CP CP CP/School to make application	Medium
Co-location at <i>Willesden and Wembley Centres for Health and Care</i> or alternatives	1. Legal agreement not signed by 31 st March 2007 2. Insufficient time to develop alternative at Barham Primary 3. Insufficient funds to develop alternative at Barham Primary 4. Delay in developing alternative at Barham due to need to engage head/governors in process	Council prepared document, currently with PCT for signature Consultants appointed Manage budget effectively with consultants Already have vice-chair of governors approval in principle and headteacher on board. Do early preparation work.	CP/PCT CP CP LF-L	High (until legal agreement signed) then Low
New build on site of caretakers house on <i>Lyon Park Infant and Junior School</i> site	1. Insufficient funding to build new standalone centre 2. Delays in appointing surveyors (therefore delay in submitting planning application) 3. Agreement over procurement route 4. Delay in obtaining approval to demolish the house	Manage budget effectively with consultants and re-allocate project budget within overall programme budget Manage consultants effectively to ensure that delay is made up and has no impact on end date Work with consultants on procurement option Present all information to Executive	CP CP CP CP	High (until demolition of house agreed) then Low
Co-location in new <i>Wembley Primary School</i>	1. Service plans not in place enabling designation before March 2008 (condition of capital funding approval)	Develop service plans	LF-L	Low

APPENDIX 2

Refurbishment/remodelling of <i>St Raphael's Community Centre</i>	<ol style="list-style-type: none"> 1. Delay in signing off stage C following local project group consultation 2. Delay in securing vacant possession of building 3. Insufficient time to complete construction (related to vacant possession) 4. Temporary accommodation to be found for existing activities during refurbishment – management issues 	<p>Ensure stage C plans reflect views expressed by community to date in all consultation, manage expectations effectively. Work collaboratively</p> <p>Work with RB/Legal to secure vacant possession</p> <p>Manage site and activities effectively</p>	<p>CP</p> <p>CP/RB</p> <p>RB</p> <p>CP</p>	Medium
New build at <i>Fryent Primary School</i>	<ol style="list-style-type: none"> 1. Insufficient capital for project 2. Delays in appointing surveyors (therefore delay in submitting planning application) 3. Agreement over procurement route 	<p>Work with consultants to achieve best value for money (ongoing work) Manage consultants effectively to ensure that delay is made up and has no impact on end date</p> <p>Work with consultants on procurement option</p>	<p>CP</p> <p>CP</p> <p>CP</p>	Low
All projects	<ol style="list-style-type: none"> 1. Insufficient capital to achieve objectives 2. Reduce allocations made for furniture and equipment from capital budget and fund from revenue budget 	<p>Manage overall budget effectively between projects Use additional external grant funding streams (Sustainability capital) Retain project contingency (£108,166) taken from reduction in QPCS</p>	<p>CP</p> <p>CP/LF-L to confirm</p> <p>CP</p> <p>LF-L</p>	
All projects	<ol style="list-style-type: none"> 1. Tight project timescales 	<p>Manage consultants effectively</p>	<p>CP</p>	

Abbreviations:

PCT – Brent Primary Care Trust

CP – Cheryl Painting (Project Manager)

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

RB – Richard Barrett (Head of Property and Asset Management)

Risk Assessment:

Lead: Krutika Pau (Assistant Director - Strategy and Partnerships)

Amar Barot (Acting Assistant Director – Finance and Performance)

Capital Development: Nitin Parshotam (Head of Asset Management)

Early Years: Lesley Fox-Lee (Head of Early Years)

Process: Regular meetings including with consultants