

Lutterworth Town Centre Masterplan

RISK REGISTER

Prepared by: Jan Falconer-Interim Economic Development Specialist

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Risk no.	Risk	Inherent			Risk Mitigation	Residual		
		Impact	Likelihood	Score		Impact	Likelihood	Score
Design								
1	The project fails to attract a competent contractor	4	1	4	Potential for resources to be spent without outcomes being delivered. Ensure a robust options appraisal is created by where actions are achievable and thoroughly evidenced at each stage.	2	2	4
2	Fails to deliver the project due to lack of experienced personnel	4	1	4	Seek to appoint a competent fixed term Project manager who works for the Council and has a track record in contract managing and delivering such projects.	2	1	2
3	The project fails to align with National, Regional or Council Priorities, Economic Strategy and/ or Local Plan	4	1	4	The scope and specification are predicated on alignment to National, Regional and Local Economic and Spatial Policy. Alignment is part of the quality acceptance criteria deliverable in each stage.	1	1	1
4	Communities, Residents, Groups and Businesses are inconvenienced by the project	4	2	8	Ensure that communication with the Local Elected Members, Civic and Corporate Leadership residents, businesses and communities working closely with the Council's Communications Team. This Project will have a detailed Communications Plan which will be led by the appointed Project Manager.	2	1	2
5	The project, during the stakeholder engagement stage, raises expectations for investment which proves to be unaffordable or otherwise undeliverable, leading to dissatisfaction among stakeholders.	4	2	8	Stakeholders and partners have been involved with this project since inception of the Masterplan. The project will be considered in November 2019 by the Council.	1	1	1
6	There could be insufficient private/ public sector interest to deliver the key proposals of the development	2	1	2	There is already significant demand for independent retail space in the town, this flexible space aims to provide this whilst have complimentary events space for a range of added value activities. The marketing ad management of the space will be let as per Council policy. Seek potential businesses and spaces users prior to launch.	1	1	1
7	The contractor fails to meet the required outcome	3	1	3	The specification developed for the project to be procured at each stage will have quality acceptance criteria to ensure that these issues are addressed; otherwise the elements of the report will neither be accepted nor deemed to be delivered.	1	1	1
8	Project costs exceed the contracted price and budget	4	2	8	The scope of the costs presented will be refined prior to undertaking the competitive process and as per the Council's procurement rules will be a criterion as to acceptance. The Council is undertaking this development on its own property and have extensive records on drainage and services that already exist.	2	1	2
9	Negative publicity.	3	2	6	As part of the Communications Plan, instruct and take advice from the Council's communications team and strategic communications partner to mitigate any negative press with a strategic approach to communications and release positive stories to the media where required.	2	1	2

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10	Failure to acquire the necessary permissions, compliances (e.g. heritage and conservation), obtain the necessary licenses etc.	3	2	6	Ensure the necessary Planning and Heritage permissions, Building Warrants, Roads Closure permissions, licences and any other compliances are gained from the necessary statutory bodies, property owners, prior to the start of the project construction. Ensure any required communications are undertaken and report accordingly.	2	1	2
12	Project fails to be delivered on time and over-runs phases	3	1	3	Ensure Contractor keeps to the agreed timetable and delivery dates. Bank holidays, along with contingencies must be built in, by the successful contractor to ensure the work plan is deliverable. Ensure dates are put in the diary as early as possible to avoid delays with stakeholder meetings and project Steering Group meetings etc.	1	1	1
13	Duplicate the work of other authorities e.g. the County, Town Council	4	1	4	Through consultation with internal and external colleagues to be clear the roles that the County Council has as per licensing for space, and as the Roads Authority. Be clear of the role of the Town Council and its preferences - in particular with street furniture and the activities it undertakes in the street scape.	3	1	3
14	Risk of insufficient funding available to deliver the development	4	1	4	Assemble an internal operational team consisting of the key members of staff who will deliver or provide strategic advice on elements of the project or lead key work packages. This is to ensure clear communication and an operational understanding of logistics and key milestone delivery. This team can also work together to develop contingencies should there be delays.	1	1	1
15	Businesses suffer from the disruption and loose custom during the development	3	1	3	Working in partnership with the	2	1	2

Risk Average

4.78571

Mitigation Average

1.79

Key:

Low 0.0 - 4.5
Medium 4.6 - 13.5
High 13.6 - 25.0