

**Project Name: Schools Capital Programme - Catmose College**

**Risk & Issues**

Last Reviewed by the Board: 13th Jan 2021

Risk refers to the combined likelihood the event will occur and the impact on the project if it does occur

Ref	Date Raised	Type of risk or issue	Risk or Issue Description	Risk or Issue	Likelihood	Impact	Severity	Mitigation or Action Plan	Owner	Status	Date Closed
SCP-RI-001	22/10/20	CC	Catmose College decide not to proceed	Risk	1	3	3	Catmose keen to proceed and now awaiting legal agreements to be finalised. Current actions and timelines include approval at Cabinet, Full Council and Catmose Board. These are due to be completed by the 25th March 2021.	Robert Shore	Open	
SCP-RI-002	22/10/20	RCC	Cabinet or Council do not approve project	Risk	2	3	6	This is an item on the agenda for Cabinet for February and Council in March. It should be noted that we need to carry out these works to meet statutory obligations and funding is in place.	Robert Shore	Open	
SCP-RI-003	22/10/20	Both	Phase 2 feasibility determine costs higher than grant	Risk	2	3	6	Phase 2 feasibility has been received with predicted costs at £5.5m. We have agreed with Catmose to value engineer the project down to £5.25m. All parties believe this is realistic. NPS were aware of the total of the funding pot.	Robert Shore	Open	
SCP-RI-004	22/10/20	Both	Legal agreements are delayed	Risk	1	3	3	Legal agreements have commenced preparation ahead of schedule	Robert Shore	Open	
SCP-RI-005	22/10/20	RCC	Brightways do not move	Risk	1	3	3	Decision to move Brightways has been approved by Director and portfolio holder with new premises agreed.	Robert Shore	Open	
SCP-RI-006	22/10/20	RCC	Brightways staff consultation raises issues with staff work terms and conditions	Risk	1	3	3	Communications plans are in place. Consultations with service users carried out. Consultation with staff ongoing as this will involve a change in contracts from a five day service to a seven day service. HR involved throughout the process.	Robert Shore	Open	
SCP-RI-007	22/10/20	RCC	Funding for Brightways move	Risk	1	3	3	Funding has been allocated for this however it is finite and RCC team to ensure no overspend. Allocation is awaiting Council approvals.	Robert Shore	Open	
SCP-RI-008	22/10/20	Both	Planning / building regulations permission not approved for Brightways.	Risk	1	3	3	Planning permissions to commence as soon as final drawings and refurbishment plans are agreed. NB we are waiting for approval from Council however we anticipate being at tender stage awaiting orders by mid-March. If there was an issue with Planning then this could have an adverse effect on timescales.	Robert Shore	Open	
SCP-RI-009	22/10/20	CC	There is a risk that the site chosen to progress applies to RCC for additional funding (over that Granted) to manage any overspend	Risk	2	5	10	The legal agreement will set out the limits of the funding. This will not fully mitigate the risk of the situation arising but will clearly set out that no additional funds are available. Legal agreement to cover this and value engineering to be applied prior to construction. Grant of covenant if accepted in the legal agreement with mitigate this.	Robert Shore	Open	
SCP-RI-010	22/10/20	CC	The school site has to be capable of delivering additional numbers within the agreed budget	Risk	1	5	5	Provision specification is in development and commitment to use the space to be built to deliver the provision to form part of the legal governance agreement.	Robert Shore	Open	
SCP-RI-011	22/10/20	CC	The Academy Trust Governing Body needs to continue to support the development of the provision	Risk	1	3	3	Intention to Progress letter received, work closely with the Governing body to ensure any risks are understood and issues resolved. Legal agreement will help to mitigate this. Project board for Catmose is scheduled for just after full council in March.	Robert Shore	Open	
SCP-RI-012	22/10/20	CC	The School Head teacher /Principal needs to work with RCC to Progress the project.	Risk	1	3	3	Intention to Progress letter received and regular meetings in place to drive progress. Legal agreement will help to mitigate this. SPOC for Catmose to be provided. Currently N Ray.	Robert Shore	Open	
SCP-RI-013	22/10/20	CC	There is a risk that the Capital build is completed but the school do not sustain places	Risk	1	3	3	Legal Governance documents to be approved at Board . Final draft legal agreement should be signed by both parties.	Robert Shore	Open	
SCP-RI-014	22/10/20	RCC	There is a risk that RCC is unable to claw back funding if the school do not sustain places	Risk	1	3	3	Legal Governance documents to be include caveat.	Robert Shore	Open	
SCP-RI-015	22/10/20	Both	There is a risk that the programme is either delayed or negatively impacted.	Risk	2	5	10	Legal Governance documents to be approved will cover this risk. Temporary accommodation to be used if required.	Robert Shore	Open	
SCP-RI-016	22/10/20	CC	There is a risk of low or inconsistent numbers of children predicted in some years, and assumptions made in the model for financing	Risk	1	3	3	Unlikely at this stage in line with SCAP reports.	Robert Shore	Open	
SCP-RI-017	22/10/20	CC	There is a risk that Catmose will request start up revenue costs that cannot be funded within the funding envelope	Risk	2	5	10	The legal agreement needs to ensure that all aspects of funding for this project are determined and outlined	Robert Shore	Open	
SCP-RI-018	22/10/20	Both	Adverse publicity for the project	Risk	1	5	5	A communications outline plan to be agreed with this action overseen by the Head of Communications for RCC from January 2021 for the life of the project. If there was a change in Ofsted grading, it may have an impact on pupil numbers.	Robert Shore	Open	
SCP-RI-019	22/10/20	Both	Project delivery to timescales and budget	Risk	2	5	10	Project board to be established to ensure that expectations are clearly defined and delivered. Stage 2 report includes a Gantt chart which clearly shows completion of internal works in time to allow for 2022 intake and external works in time for 2023. This will allow us to have full 8FE as planned.	Robert Shore	Open	
SCP-RI-020	22/10/20	RCC	Project lead requirement as opposed to competing with other responsibilities	Risk	1	3	3	Project requires a programme lead for two days per week whose sole task is dedicated to managing the project. R Shore appointed as Project Lead for the period covered by Catmose Expansion Project.	Robert Shore	Open	
SCP-RI-021	22/10/20	Both	There is a risk that arrangements for exiting the European Union, negatively affect the building programme costs of timeline (Supply of goods and labour is impacted)	Risk	1	5	5	Legal agreement to cover this.	Robert Shore	Open	