

Leechwell Garden Association

Community Spaces Grant Application (Stage 2)
URN: JWES-7VGG56

Supporting Document No. 15
Risk Register

Risk Register for Community Spaces Bid, Leechwell Garden Totnes

SHDC/LGA

Item	Risk	Impact Score	Likelihood Score	Overall Score	Comment	Mitigation	Responsibility	Date resolved
1	Are there any key steps in the work on which other work depends and which could therefore delay the whole project? [e.g. landscaping, paths, gates, finalisation of contracts with future partners, receipt of funds promised from other sources]	2	3	6		Each funded item can be installed independently of each other within the existing completed infrastructure	SHDC/LGA	
2	Impact of key partners on which we are relying [Rathbone Partnership Ltd, Midas, Play Space provider] over project. What happens if they let us down or increase their fees? • 3 written quotes	3	2	6	Failure to deliver within costs	<ul style="list-style-type: none"> Installation of items: Quotations to be agreed and Contracts laid within budgets set and to include contingency sums MIDAS works completed independently 	SHDC/LGA	
3	No written Partnership Agreement / Memorandum of Agreement with SHDC	2	2	4	SHDC agreed works as scheduled for bid	Complete MoA subject to SHDC Legal review	SHDC/LGA	
4	Loss of any access points	1	1	1	Full public access agreed through various entrances within SHDC ownership	Received joint statement from SHDC/MIDAS		
5	Building works not completed by Midas relating to Heathway properties	3	2	6	Lower path to rear of Heathway properties to be surfaced, gates to be functioning correctly	Works to be scheduled by MIDAS in agreement with SHDC SHDC could surface paths	SHDC/MIDAS	
6	No Insurances on site and operations for LGA: Who is legally and/or financially liable?	1	1	1	SHDC - Public Liability Insurance LGA – Public Liability Insurance	<ul style="list-style-type: none"> Landowner (SHDC) has Public Liability Insurance Play space: Post Installation Inspection and scheduled and signed off by Insurer Work parties to carry Public Liability Insurance under LGA unless under supervision of SHDC 	SHDC/LGA	
7	Failure to meet Planning Conditions and Archaeology – Permissions and agreement from Planning Authority, Devon CC or English Heritage	3	2	6	EH Restrictions as per schedule Planning Consent – Devon County Council to agree Written Scheme of Investigation	<ul style="list-style-type: none"> Apply to EH Scheduling, seek consents to any proposed works impacting on Schedules All operations to seek permission under Planning Condition relating to Archaeology Cover cost of undertaking of investigation or relocate item 	SHDC	
8	Changes to LGA Constitution	3	2	6	Change in membership profile	Agree and update Constitution to account for LGA activities, membership make up	LGA	
9	Record of all past minutes of LGA and if approved by members and signed by the chair	2	1	3	All listed on Website File to be prepared	Minutes circulated. The constitution doesn't require it, Minutes to be logged and recorded in file, Held by Chair. Website listing	LGA	
10	New scheduled Ancient Monument or impact of existing – Immersion Pool English Heritage	3	2	6	Consent required	Submit drawings within Scheduled Monument Consent Application	SHDC	

Scoring System:

Impact Score: 1-negligible (e.g. no financial risk, slight delay etc.); 2-minor; 3-moderate; 4-major; 5-severe (e.g. significant financial risk, group in jeopardy)

Likelihood Score: 1-very unlikely; 2-possible (less likely to occur than not at all; 3-possible/probably (equal weighting); probable; 5-very likely (but not definite)