

Appendix 1 – Risk Register Holiday and Food (HAF) Programme 2022

Risk No	Risk description	Risk mitigation	Residual / current risk			Additional steps to be taken
			Likelihood	Impact	Prioritisation	
1.	Delay in commencement of procurement	Cabinet Members approval to be sought to spend DfE grant in March Working with procurement to seek a contract extension and SCN to secure the existing provider for Easter mobilisation and delivery. Clarified timescales with procurement demonstrate it is achievable to go to tender and have a provider in place for mobilisation and delivery of the Summer Programme.	Medium	Significant	Material	Any delay of the report being heard after March will impact the procurement and re-tendering of the programme.
2.	Lack of bids or low response from suitable tenders	A PIN noticed has been issued to give protentional providers notice of the up and coming tendering opportunity. Therefore, increasing market interest ahead of advertisement.	Medium	High	Tolerable	If there is still a poor response options to be considered with procurement.
3.	Mobilisation - Operational activities	Mobilisation time is sufficient. The project will need to be monitored closely to ensure there is no slippage in time in the procurement and contracting process.	Medium	High	Material	Currently in discussion with Procurement to minimise the risk.
4.	DfE withdraws grant	The DfE have written to the Council to confirm funding for 2022. The Council meets with the DfE as well as completing reports after each holiday period on funding spent and work completed. DfE have not raised concerns with the Councils delivery to date. Financial impact to the Council is mitigated by the programme being Financially broken down into the three holiday periods to reduce risk of being committed to funding if it was withdrawn.	Low	High	Tolerable	Advice will be sought if necessary.
5.	Insufficient resources across the programme	The commissioning team have identified what resources within the Council can be utilised by the programme and have experience from HAF service delivery in 2021. To meet the areas the council is unable to resource the commissioning team is planning procurements to ensure the programme is sufficiently resourced to meet the demands and needs of the programme. The commissioning team is also reflecting on a lessons learnt log from HAF 2021 to ensure all the programmes demands and needs are met.	Low	High	Tolerable	Advice will be sought if necessary, to procure or source any additional resources needed.
6.	Public Pandemics and Adverse Weather.	The Council may not be aware of short notice requirements from Central Government. The Council and Programme Management of HAF will with advice from the DfE and the Council's Public Health Teams and will continue to meet Central Government Requirements. All commissioned providers on the programme are asked to make business continuity arrangements for Public Pandemics and Adverse Weather for service closure or staffing shortages.	Medium	Low	Tolerable	Advice will be sought if necessary.

7	Increase in costs on the programme	As the programme is distributing funds to Food and Activity providers for only one holiday period at a time, the programme can closely monitor cost increases before and after each holiday period which reduces risk to the council.	Medium	Low	Tolerable	None needed
---	------------------------------------	---	--------	-----	-----------	-------------

Measures of likelihood/ Impact:

Description	Likelihood Description	Impact Description
High	Almost certain, is expected to occur in most circumstances. Greater than 80% chance.	Critical impact on the achievement of objectives and overall performance. Critical opportunity to innovate/improve performance missed/wasted. Huge impact on costs and/or reputation. Very difficult to recover from and possibly requiring a long-term recovery period.
Significant	Likely, will probably occur in most circumstances. 50% - 80% chance.	Major impact on costs and objectives. Substantial opportunity to innovate/improve performance missed/wasted. Serious impact on output and/or quality and reputation. Medium to long term effect and expensive to recover from.
Medium	Possible, might occur at some time. 20% - 50% chance.	Waste of time and resources. Good opportunity to innovate/improve performance missed/wasted. Moderate impact on operational efficiency, output and quality. Medium term effect which may be expensive to recover from.
Low	Unlikely, but could occur at some time. Less than 20% chance.	Minor loss, delay, inconvenience or interruption. Opportunity to innovate/make minor improvements to performance missed/wasted. Short to medium term effect.