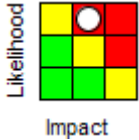


Top Risk - Office Accommodation

Generated on: 20 November 2015



Risk Code	TR51	Risk Title	Office Accommodation
Risk Owner	Andy Cavanagh	Updated By	Andy Cavanagh
Year Identified	2013	Corporate Priority	Living within our means
Risk Description	<p>As a result of failure to</p> <ul style="list-style-type: none"> - create more open plan space - minimise disturbance caused by refurbishment work - have suitable and safe temporary accommodation - fully anticipate all the costs of the decant - fully engage all staff and members - reduce physical storage requirements - provide sufficient IT and telephony requirements and a suitable public reception - have sufficient capacity to deliver the project. <p>There is a risk that there is</p> <ul style="list-style-type: none"> • Failure to refurbish the offices - deterioration in service provided to the public - Failure to moderate internal temperatures • Officers performance deteriorates due to working in difficult conditions • Failure to attract other partners to share the building could lead to under utilised office space - Failure to manage expectations 		
Opportunities	<p>Purchasing and refurbishment of the DCO provides the following opportunities:</p> <ul style="list-style-type: none"> - Reduction in revenue expenditure for annual rent - Significant investment with the opportunity of providing employment during the construction phase of the project - More open plan encourages closer working between directorates and the removal of internal walls facilitates increased desk densities and greater workspace flexibility - Improvements to temperature issues will assist in achieving improved productivity - Long term commitment to remain in Letchworth town centre - Environmental benefits through reduced CO2 emissions, both from the refurbished building and compared to those generated by a new build scheme - To provide a "Civic Centre" for a range of services - Other public sector users would provide a rental income; 3rd sector users could facilitate grant reductions due to provision of subsidised space - Commercial rentals may also be an opportunity 		
Consequences	<p>The consequences of the risk include the following:</p> <ul style="list-style-type: none"> - continued energy inefficiencies resulting in lack of reduction in emissions and increased utility bills - Current office conditions do not improve - negative impact on service delivery and morale leading to increase in complaints from the public - increase in staff complaints particularly during the temporary decant 		

<p>Work Completed</p>	<ul style="list-style-type: none"> - Home working now embedded reducing the need for office space - Full council approved purchase and early refurbishment plan for DCO on 18 July 2013 - start up documents for next project phase (refurbishment works) approved by Project board and SMT - additional questions regarding office accommodation incorporated into 2014 staff survey - architectural services commissioned from Stevenage BC - space planning consultancy advice commissioned - agreement to use of Town Lodge and Letchworth museum building as temporary accommodation for the duration of the works - Two staff briefings held to date - external designs agreed by Project board and submitted for Planning and HF approval 		
<p>Ongoing Work</p>	<ul style="list-style-type: none"> - Outline discussions commenced with with Police and other potential partners re the use of some office space in the DCO - establishment of officer project group following Council approval to proceed - clear top level buy-in being sought to refurbishment proposals including more open plan and hot-desking provision, along with temperature moderation measures - staff consultation and engagement ongoing with representatives from service areas being involved in the project - specification for internal works under development - Property Services and IT meeting with Teams to determine storage requirements and review the possibility of electronic storage - where necessary external skills and advice will be obtained - to hold discussions with members about the civic space requirements 		
<p>Current Impact Score</p>	2	<p>Current Likelihood Score</p>	3
<p>Current Risk Matrix</p>			
<p>Date Reviewed</p>	02-Nov-2015	<p>Next Review Date</p>	31-Mar-2016
	FINANCIAL		
	OPERATIONAL		
	REPUTATION		
	STRATEGIC		

Top Risk - Sale of Materials

Generated on: 20 November 2015



Risk Code	TR59.007	Risk Title	Sale of Materials
Risk Owner	Vaughan Watson	Updated By	Chloe Hipwood
Year Identified	2015	Corporate Priority	Living within our means
Risk Description	<p>As a result of:</p> <ul style="list-style-type: none"> - Increasing supply and lack of demand for materials - Lack of competition - The down turn in the market for materials - Reduction in price for commingled material and/or waste paper - Lack of direct management of contractor - Loss of contractor - Contamination <p>There is a risk that:</p> <ul style="list-style-type: none"> - There is a reduction in price or a fee for processing commingled material and/or waste paper - There is a significant financial loss to NHDC - There is lack of control over contract - There is a need to find an alternative contractor at short/no notice - The contractor will reject loads that are considered contaminated 		
Opportunities	- NHDC obtains maximum income for the materials it has collected that can be recycled		
Consequences	<p>As a consequence of the risk occurring:</p> <ul style="list-style-type: none"> - There is a negative impact on the Council's General Fund - Services may have to be cut to meet the shortfall - Material that could be recycled goes to landfill, e.g. the facility at Radwell cannot store materials for any length of time 		
Work Completed	<ul style="list-style-type: none"> - NHDC is part of a consortium for recycling materials with other Hertfordshire authorities - Site visits to monitor contamination - Requests for data on material composition - New plastics recycling leaflets - New plastic stickers delivered September/October 2015 		
Ongoing Work	<ul style="list-style-type: none"> - The consortium to respond to the request to reduce the price for waste paper - To consider options to reduce the likelihood in moisture contamination - To consider contingency arrangements to be put in place to cover the loss of a contractor - Promotional campaigns to reduce contamination and increase the quality of materials - Separate soft plastics campaign - Budgets adjusted to reflect impact 		
Current Impact Score	3	Current Likelihood Score	3
Current Risk Matrix			
Date Reviewed	30-Sep-2015	Next Review Date	30-Nov-2015
	FINANCIAL		
	OPERATIONAL		
	REPUTATION		

