

BCE/2011/Paper 14

PROGRAMME UPDATE

Formal update programme documentation is provided, as follows:

Project Plan (attached as Appendix A)

Risk register (attached as Appendix B)

Highlight Report (to be tabled at the meeting)

Review of Parliamentary Constituencies RISK REGISTER 23rd March 2011								
STRATEGIC RISKS					Risk Mitigation Actions			
Risk Ref	Risk and Potential Impact	Risk Owner	Business Impact Score	Probability Score	Total Risk Score	Actions and notes	Owner	Due Date
BCE1	That the recruited staff do not have the required skills to do the work to an appropriate standard	TB	5	1	5	Training programme now complete	TB	31/3/11
						Experienced staff spread among the Units	TB	Complete
						Group learning is introduced	TB	31/3/11
BCE2	That the number of representations is much larger than anticipated or more complicated and therefore more difficult to analyse than previously resulting in a delay to the timetable.	SJ	5	3	15	Note: Planning of work based on estimate of 30,000 but political climate means more may be possible.		
						Training of staff to have emphasis on dealing with reps. Now complete.	TB	31/3/11
						Teams balanced to contain combination of 'hard' and 'easy' regions.	GR	Complete
						System of dealing and processing reps to be produced and given to staff	SH	TBD
BCE3	That the Boundary Commission's reliance on Cabinet Office rules and procedures impact on our ability to deliver to milestones. Procurement and finance could present particular problems.	SJ	4	3	12	Simon to discuss with the Cabinet Office to find a way forward/develop a memorandum of understanding.	SJ	Urgent
BCE4	That public hearings are not conducted appropriately and this causes reputational damage to the Commission or legal action against the process.	SJ	3	3	9	Policy document for conduct of public hearings currently being written for approval by the Commission.	TB	4/4/11
						Decision taken to employ barristers as Acs to maintain consistency. Plan is in place for this.	TB	
						Additional staff to be employed to assist with public hearings or to cover for regular staff who attend.	TB	4/7/11

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BCE5	That due to cuts in services within Local Authorities there is a major change to the available places of deposit (for example, libraries) and it becomes impossible to place document in places that are sufficiently accessible to cover all the population	SJ	3	4	12	Updated list of places of deposit will be revisited and checked prior to consultation.	SH	
						Looking at alternatives to placing in documents in libraries.	GR	
BCE6	That there is a legal challenge on process and procedure.	SJ	5	3	15	Currently reviewing all policy and procedures. Focusing on record management and staff training.	SH	
BCE7	That the new BCE website cannot support the work required for the review	TB	4	2	8	Currently talking to MOJ to see what arrangements can be made to move the website from the MOJ to the cabinet office.	CB	Complete
						Fully test the site once built.	CB	TBD
						Ensure full training for staff responsible for updating the website.	CB	TBD
BCE8	That there is insufficient IT resource at the appropriate level to deal with the demands of the programme	TB	4	3	12	Particular concerns about problems with GIS. Currently negotiating a TSA which will be agreed shortly.	GR	TBD
						Note: We are constrained by the availability of ESRI and this may create difficulties.		
BCE9	That BCE cannot secure sufficient or appropriate AC resource at the correct time	TB	4	4	16	Plan for recruiting Acs in now in draft	SJ	
						Note: Experience from LGBCE shows approval may take time.		