

PROGRAMME UPDATE

1. Formal update programme documentation is provided, as follows:

- Project Plan (attached as Appendix A)
- Risk register (version of 3 May attached as Appendix B. The next update is due on 7 June; that updated version will be table at the meeting)
- Highlight Report (not attached, the latest version will be tabled at the meeting)

Review of Parliamentary Constituencies RISK REGISTER 3 May 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
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	2	8	Simon to discuss with the Cabinet Office to find a way forward/develop a memorandum of understanding.	SJ	complete
						Simon to keep relationship with Cabinet Office under review.	SJ	
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
						Additional staff to be employed to assist with public hearings or to cover for regular staff who attend.	TB	

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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	14/8/11
						Looking at alternatives to placing in documents in libraries.	GR	14/8/11
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	complete
						Ensure that the information is tightly drafted to minimise this risk	TB	
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	complete
						Ensure full training for staff responsible for updating the website.	CB	TBD
BCE9	That BCE cannot secure sufficient or appropriate AC resource at the correct time	TB	4	3	12	Recruitment plan agreed by with the Appointments' Commission	TB	complete
						Cabinet Office advised of required timetable for appointments	TB	complete
BCE10	That there is failure in the GIS hardware at a critical time in the project - Fujitsu will take 6 to 8 weeks to replace the hardware and we have limited GIS availability or no plotter	GR	5	3	15	Currently negotiating an SLA with Fujitsu but this is unlikely to include a shortened timescale	GR	
						To be raised at a meeting with Bruce Mann on 18 April	SJ	
BCE 11	That there is a software failure with the GIS at a critical time in the project and without a TSA there are unacceptable delays in rectifying it	RF	5	2	10	Currently working with ESRI on a TSA	BF	
BCE 12	That we do not receive any tender applications for providing the transcript service for the public hearings	GR	3	2	6	We have been looking into a mechanism of recording hearings if	GR	