

PROGRAMME UPDATE

1. Formal update programme documentation is provided, as follows:
 - Project Plan (version of 9 August attached as Appendix A).
 - Risk register (version of 9 August attached as Appendix B).
 - Highlight Report (not attached, the latest version will be tabled at the meeting)

Review of Parliamentary Constituencies RISK REGISTER 9 August 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	complete
						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
						Currently looking into hosting the responses to the consultation on an external web-site that will be able to group representations as they come in.	CB	ongoing
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	ongoing
						Simon/Tony to discuss comms with Jenny Grey in CO and with EDD	SJ	complete
BCE4	That public hearings are not conducted appropriately and this causes reputational damage to the Commission.	SJ	3	3	9	Policy document for conduct of public hearings currently being written for approval by the Commission.	TB	complete
						Additional staff to be employed to assist with public hearings or to cover for regular staff who attend.	TB	26/9/11
						Induction of Assistant Commissioners being planned.	TB	26/8/11
						Develop media recovery plan in case of reputational damage.	CB	26/8/11
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 booklet is tightly drafted to minimise this risk.	TB	complete
						Equalities Analysis to be completed.	SH	complete
						A meeting with Treasury Solicitors to discuss our work programme is arranged for the week commencing 11 July.	SH	complete

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BCE9	That BCE cannot secure sufficient or appropriate AC resource at the correct time	TB	4	1	4	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	4	2	8	Currently negotiating an SLA with Fujitsu but this is unlikely to include a shortened timescale.	GR	ongoing
						To be raised at a meeting with Bruce Mann on 18 April.	SJ	complete
BCE 11	That there is a software failure with the GIS at a critical time that cannot be fixed quickly and this causes a delay to the work programme	GR	4	3	12	The TSA with ESRI has been agreed. For priority levels1-4, the target response time is up to 8 hours (depending on priority), but resoluton might be up to 5 days.	GR	ongoing
BCE 12	That we do not receive any suitable tender applications for providing the transcript service for the public hearings	GR	3	1	6	We will investigate the use of a company to undertake audio recording of each hearing and another company to provide a written transcript of the recordings. However it is not likely that if the existing plan for providing a transcription service at hearings were to fail that we would have time to conduct a tender for a relacement service.	GR	ongoing
BCE 13	That further industrial action is planned by public sector workers during the public hearing period which could lead to staff not attending hearings or council offices being unable to provide the required services.	SJ	5	3	15	Early discussions with council offices about how venues may be affected by strike action. Consideration of using Expotel to find back-up venues as soon as any strike dates are confirmed. Back up staff allocated to hearings who will be able to step in if others are on strike.	TB	
BCE 14	That the places of deposit do not receive or display the documents that we provide and that they are therefore not accessible to the public.	SJ	2	3	6	The despatcher is bound by the Service Level Agreement to provide confirmation of delivery, and re-delivery if first attempt is not succesful. We will be sending a letter to all places of deposit prior to the despatch of the Initial Proposals infomring them of our requirements.	SJ	