

STEM Gogledd Risk Assessment

We acknowledge that introduction of the project will lead to specific risks. A full risk assessment will be undertaken in relation to each activity before implementation. Introducing core areas of the project in Wynedd puts us in a strong position to have seen a number of risks and coping with the key risks, we have experience to pre-empt the situation and prevent the same risks from occurring. All risks associated with this project have been assessed using the Gwynedd Council Risk Assessment system. This is a recognized system to identify, assess and manage different types of risks and all project officers have been trained to operate the system.

The following table states all risks identified in relation to this project and how these risks will be managed. The level of risk is identified with the following system:

Consequence	Catastrophic (1)	Major (2)	Serious (3)	Minor (4)
Likelihood				
Almost Certain (A)				
Very Likely (B)				
Likely (C)				
Unlikely (D)				
Very Unlikely (E)				

Key:

Very High	High	Medium	Low
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Date of Assessment: - 24 January 2017

Risk	Level of Risk noted	Overcome / Minimize by
Operational Risks		
Low level of interest in the project by schools	E1 – Medium	Present the project to Head teacher Groups. Promote the benefits of the project and the added value.
Problems with recruiting participants within schools	E1 – Medium	Establish and agree on a referral process for the project – schools and STEM Mentors.

		Monitoring Officer in place for monitoring the progress against targets.
Changes in personnel as a result of short term contracts	D2 – Medium	Continuation of service plan in place to ensure that the project will continue to be delivered. Detailed desk instructions in place to follow if there are changes in staff.
Working with young people	D2 – Medium	The project will be required according to the structures and regulations for School/Council Safe Working. Risk Assessment to be completed for all project activities.
Managing the project		
Managing the Regional Project	D2 – Medium	Past experience of managing regional projects within the Department. Detailed monitoring arrangements in place. Project Closure Plan will be in place from the beginning of the project.
Capacity to Monitor the project within the Local Authority.	D2 – Medium	Confirm internal arrangements.
Project under achieving (including on targets)	D2 – Medium	Project Manager to take responsibility for the day to day management of the project, with this overseen by the Project Board. Monitoring Officer in place – regular monitoring visits in place to monitor the progress. Risk Management Plan in place for the project. Induction sessions for all project staff, explaining the ESF requirements, and outlining the role of each member of staff

		<p>within the team.</p> <p>Discuss any concerns with the relevant officers at WEFO.</p>
Misinterpretation of the outputs / Claiming ineligible outcomes without the required evidence	D2 – Medium	<p>Outline all the requirements during the induction session.</p> <p>Provide all staff with Desk Instructions.</p> <p>Monitoring Officer and Project Manager to monitor all claims in order to verify all outcomes claimed are eligible.</p>
Document Retention	E2 – Medium	<p>Importance of document retention will be highlighted during the induction session.</p> <p>Document Retention Policy in place.</p> <p>Monitoring documents as part of the regular monitoring visits.</p>
Procedural and Finance Risks		
Overspend / Underspend	C2 – High	<p>Desk Instructions in place.</p> <p>Finance Officer to monitor the budget regularly and report to the Project Manager in order to discuss with WEFO.</p> <p>Present regular finance claims to WEFO.</p> <p>Re profile as and when it is necessary.</p>
Staff recruitment	D4 – Low	<p>Each Local Authority is a long terms employer with systems and policies for recruitment to keep this risk at a minimum.</p> <p>Redundancy costs for the duration of the project will be included within the budget. However any redundancy costs that exceed the ESF contribution will be paid by the Council.</p>

Financial Risks for the Local Authorities	D2 – Medium	<p>A system needs to be in place to manage the Simplified Costs.</p> <p>Compliance with the European/Authorities Procedures and Regulations with support from the Finance Department and the European Team.</p>
Match Funding	D2 – Medium	<p>Ensure that all match funding is in place from the outset of the project.</p> <p>Ensure all relevant documentation is in place.</p>
Timetable Risks		
Delay in the project timeline	D4 – Low	<p>Specific Work plans will be developed for all aspects of the project.</p>
Brexit implicating early closure of the project	D2 – Medium	<p>Detailed Project Closure Plan in place with consideration for this possible event.</p>
State Aid Risks		
The project is required to correspond with state aid requirements.	D2 – Medium	<p>Small procurement will form part of the project in line with our procurement procedures. State aid checks will be a requirement for any third party provision – arrangements are already in place to monitor this.</p> <p>We will implement rigorous monitoring procedures to ensure that participants on the project will be aware of state aid requirements.</p>