

OPERATIONAL / STRATEGIC	Electoral Event	Ref	Risk Type	DESCRIPTION OF RISK (Risk description should include cause/risk event/consequence)	RISK RATING (prior to)	CRITICAL SUCCESS FACTOR (must be vital to the Depts. success / be synonymous with a high-level goal / link directly to a)	CURRENT EXISTING CONTROLS/MITIGATION	CURRENT RESIDUAL RISK	ACTION PLAN / FUTURE MITIGATION / OPPORTUNITIES TO BE EXPLORED	HOW WILL PROGRESS BE MEASURED (See guidance in tab C)	TARGET DATE (or review date)	RESPONSIBLE OFFICER	ASSISTANT DIRECTOR / DIRECTOR	RISK CHAMPION	Open / Close
Operational	P DPR Phase 1	RSK_001	Resources	<b>Description:</b> Polling Stations that have been identified as needing an additional inspection to establish options for improvement may not be available within the required timeframe <b>Cause:</b> Delay in securing a dedicated resource to deliver the PDPR combined with the core team having to focus on delivery of an unscheduled by-election has compressed the timeframe for PDPR preparation work to be completed - many key holders/venues are unavailable during summer holidays. <b>Impact:</b> Some polling station information may not be included in the ARO recommendations upon which the consultation will commence	4 2 8	A clear methodology for identifying polling stations can be identified and consulted upon All issues that can be resolved within the PDPR process are included within the review Members, special groups and the public are able to view and comment on the proposals Additional ideas, suggestions and solutions can be obtained from the consultation process	Dedicated Project Manager now in post to complete the review Additional team members within electoral services are being trained on undertaking polling station inspections to ensure additional capacity whilst maintaining consistency Additional inspections may need to be scheduled in first 2 weeks of September as key holders return/venues re-open	3 2 6	Understand if there is an opportunity to expand upon the proposed recommendations as part of the engagement process	Members report that key issues within their ward have been addressed as effectively as possible as part of the PDPR Critical issues raised by all stakeholders have been included within the PDPR process Solutions are identified where possible and implemented post PDPR	31/10/2018	Glenda Favor-Ankersen	Giles Perritt	Maddie Halifax	Close
Operational	P DPR Phase 2	RSK_002	Legislative	<b>Description:</b> Suitable Polling Stations cannot be identified in district <b>Cause:</b> Shortage of accessible public buildings in some highly residential areas <b>Impact:</b> Voters in those areas cannot access a Polling Station that meets our desirable criteria	4 3 12	A clear methodology for identifying polling stations has been written and presented to decision makers to frame our recommendations. Critical success factors for identifying a suitable polling stations are outlined in this document.	The methodology suggests a range of systematic mitigating actions that can be put in place to ensure that voters are able to participate in the poll (out of district polling station/ review of district boundaries/postal vote)	4 2 8	None identified at 04/09	Recommendations report pre-consultation and recommendations report post consultation will indicate progress. This will be reviewed by A&G Committee	18/11/2018	Glenda Favor-Ankersen	Giles Perritt	Maddie Halifax	Open
Strategic	P DPR Phase 2	RSK_003	Operation	<b>Description:</b> Achieving the required balance of value for money versus convenience of access for electorate may be difficult/unachievable in all polling stations <b>Cause:</b> Limited availability of fit for purpose polling stations which meet all our criteria <b>Impact:</b> Some stakeholders may not be satisfied with the options proposed	4 3 12	The critical success factors for this task are outlined in the methodology documents provided as part of the Project Initiation Document. Those criteria were designed in cooperation with Councillors and stakeholders.	Regular reviews of the projects Initiation Documents to ensure the recommendations of the project still meet the criteria stated originally. In cases when those are not met, review of original proposal and tracking of changes; regular engagement with Steering groups; open and transparency of the method statements which is published on the website.	3 3 9	None identified at 04/09	Review of Business Cases at Project key dates stated in PID via progress report	Dec-18	Glenda Favor-Ankersen	Giles Perritt	Maddie Halifax	Open
Strategic	P DPR - Phase 3	RSK_004	Legislative	<b>Description:</b> Potential disruption to the delivery of the PDPR review causing delay beyond the statutory 16 months to complete it. <b>Cause:</b> Unplanned additional local or general election, or ward boundary review or the event outside of the control of the service requiring them to respond <b>Impact:</b> Reputational damage arising from Plymouth City Council non compliance with the Electoral Commission statutory deadline	3 3 9	Delivery of the PDPR within the statutory deadlines, commencing on 1 October 2018 and completing (i.e. actions implemented 31 January 2020)	Dedicated Project Manager over establishment now in post to complete the review with sole focus on completing the PDPR Review begins at the earliest time permitted by legislation and planned to complete 4 months ahead of the deadline - providing flexibility within the statutory timetable	2 3 6	None identified at 04/09	Review of Business Cases at Project key dates stated in PID via progress report	Dec-18	Glenda Favor-Ankersen	Giles Perritt	Maddie Halifax	Open
Operational	P DPR - Phase 3	RSK_005	Service Delivery	<b>Description:</b> Increased pressure on the service to deliver the necessary changes for use of new polling stations and districts within compressed timescales <b>Cause:</b> Unscheduled election/referenda called in the period following the publication of the new polling stations and prior to the actions required to implement the changes being completed <b>Impact:</b> Pressure on the workforce may lead to increased potential for errors; some new changes to polling stations may not be implemented in time.	3 3 9	Electors in each district can easily identify which is their polling station for 2020. Polling cards accurately reflect the changes to the polling stations. Changes to polling districts and polling places are publicised on time.	The PDPR implementation phase is thoroughly planned during the consultation phase. Changes are tracked and action taken to ensure that new Polling Stations and new Polling districts can be implemented quickly and with a view to minimise confusion in the electors.	3 3 9	The delivery phase plan will have to be reviewed in parallel with the delivery plan for unscheduled elections.	TBC	TBC	Glenda Favor-Ankersen	Giles Perritt	Maddie Halifax	Open
Operational	P DPR - Phase 3	RSK_006	Service Delivery	<b>Description:</b> Unforeseen problems arise in use of the new polling stations during an election (accessibility, amenities) <b>Cause:</b> The suitability of proposed polling stations has not been fully tested. <b>Impact:</b> Some voters may be inconvenienced; polling staff may have unforeseen problems to overcome	3 3 9	All polling stations meet standards set by the electoral commission in terms of access and amenities	All proposed Polling stations are visited to check their suitability against strict assessment criteria. Polling Station Assessment Forms are completed for all polling stations and kept up to date. New polling stations are identified and prioritised for inspection. Feedback is requested from inspectors and polling station staff after each election. The capacity of polling stations will be tested against projected electorate numbers. Fully test the polling stations.	3 3 9	The delivery phase plan will have to be reviewed in parallel with the delivery plan for unscheduled elections.	TBC	TBC	Glenda Favor-Ankersen	Giles Perritt	Maddie Halifax	Open
Operational	P DPR - Phase 3	RSK_007	Financial	<b>Description:</b> Potential unplanned increase in costs of providing changes to polling stations <b>Cause:</b> Unforeseen issues arising in use of new polling stations requiring mitigations to be implemented at cost to Plymouth City Council <b>Impact:</b> Costs incurred for delivering polling stations increases putting pressure on the budget	4 3 12	The review should not incur any substantial additional costs. Opportunities for savings will be identified as part of the review, for example by reducing the cost associated with using mobile polling stations.	Polling stations are visited to check their suitability. Full assessment form for each polling station, with up to date access rating. Consultation of all previous information relating to polling stations. Identified access issues resolved immediately, with costed options for improvements identified and planned and monitored; risks for polling stations also identified including potential for additional costs to be incurred.	3 2 6	The delivery phase plan will have to be reviewed in parallel with the delivery plan for unscheduled elections.	TBC	TBC	Glenda Favor-Ankersen	Giles Perritt	Maddie Halifax	Open
Strategic	P DPR - Phase 3	RSK_008	Reputational	<b>Description:</b> Failure to adequately communicate to stakeholders the purpose of the review, the criteria and how they can respond <b>Cause:</b> Stakeholders are unhappy with the outcome of the review <b>Impact:</b> Adverse publicity from complaints in the media from residents experiencing unforeseen access issues	3 3 9	Compliance with Schedule A1 of 1983 Representation of the People's Act. Compliance with Disability Access Act 1995 and Equality Act 2010.	Compliance with best practice guides from Electoral Commission and information sought from other Local authorities. Full individual assessment of all polling stations are completed and maintained, and a register of polling stations put in place. Access is made a priority during consultation phase and clearly identified on each form; relationship established with polling station venue Person in Charge to ensure any changes to the physical fabric of the building, access or use of the polling venue is communicated in advance/prevented where possible.	2 3 6	The delivery phase plan will have to be reviewed in parallel with the delivery plan for unscheduled elections.	TBC	TBC	Glenda Favor-Ankersen	Giles Perritt	Maddie Halifax	Open
Strategic	P DPR	RSK_009	Reputational	<b>Description:</b> Appeals to the Electoral Commission <b>Cause:</b> Stakeholders do not agree that the review was conducted in accordance with the electoral commission guidance so as to: - meet the reasonable requirements of electors in the constituency - take sufficient account of disabled access to polling stations <b>Impact:</b> Potential reputational damage arising from adverse publicity; potential costs incurred/additional effort required to rectify the issues.	3 3 9	The review must evidence that it is meeting the reasonable requirements of electors in the constituency and that it is taking sufficient account of disabled access to polling stations	Method and Approach is published; criteria for prioritisation and change are developed with input from Steering Group; Polling stations are visited to check their suitability. Full assessment form for each polling station, with up to date access rating. Consultation with Disability Support Groups and Health professionals with qualifications/interest in disability	2 3 6	Visits with PCC occupational therapist Visits with disability support group representatives	After the publication of the review	Dec-18	Glenda Favor-Ankersen	Giles Perritt	Maddie Halifax	Open