

SELEP Operational Risk Register Extract

Risks Related to the Team/Service Delivery

Ref	Risk Title and overview	Likelihood	Impact	Score	Rank	Description	Mitigation	Risk Owner	Dates/ Deadlines
Risks Related to the Team/Service Delivery									
9	Workload Risk: Increase in scope of work overwhelm team. Stress increases and with a consequent increase in staff turnover and sickness. Further impacting the ability to achieve deadlines	4	5	20	High	Workloads were already high but have now increased as the response to COVID-19 drives additional work. Pressures are exacerbated by extended working from home arrangements and potential isolation impacting on the mental health of the team. Workloads continue to be high and sickness levels are beginning to increase	Management Team (MT) is meeting on a weekly basis to discuss how resources can be redeployed to address, additional 1:1s with line managers to be added. Daily 'All Hands' meeting instigated. Team members will be referred to ECC support and resources for the lockdown and following period. Additional business continuity risk from Covid-19 has been added.	All Man Team	Ongoing
34	COVID-19 - Secretariat Risk significant numbers of Secretariat fall ill and are unable to work, reducing resource availability and capacity. Social distancing measures may prevent or delay day to day operations of the team.	5	5	25	High	Currently CV19 infection rates in the SELEP area are extremely high and the new variant is rampant and currently national lockdown restrictions are in place. Given the virulence of the new variant the likelihood of members of the team being infected are increased and instances of infection have occurred. If the key members of the Accountable Body are not available this would also adversely impact the ability of the Secretariat to complete work in a timely manner	Remote working for the Secretariat will continue as the default and national lockdown is in place. Management Team have been asked to review business continuity arrangements to ensure that essential tasks can continue through this wave. We continue to work closely with the Accountable Body team to manage workloads	All Man Team	Ongoing

Risks Related to Outcomes/Outputs of Programmes

Ref	Risk Title and overview	Likelihood	Impact	Score	Rank	Description	Mitigation	Risk Owner	Dates/ Deadlines
Risks Related to Outcomes/Outputs of Programmes									
19	Non achievement of Outcomes/Outputs of the Capital Programme	5	5	25	High	Given the impact of lockdown on the economy, there is now a very high risk that not all of the outcomes and outputs that were stated in the business cases for both GPF and LGF projects will be achieved. Since last reported there has been two further national lockdowns, further impacting the SE economy. Changes to GBF projects require HMG approval, which has potential to further delay projects	The capital programme continues to be closely monitored and the team work closely with delivery partners. The team is also providing regular updates to HMG. All known changes to GBF outcomes and outputs have been approved by CLGU. An exercise to rebase the outcomes of the programme will be undertaken next financial year	RM	Ongoing
40	Getting Building Fund Risk - given the very short timelines for the application of the fund it may not be possible to deliver a full programme in the time available	5	4	20	High	The GBF programme requires all funding to be spent by 31 March 2022 and all projects to be substantially delivered. This is a very tight deadline to work to and there is a significant reputational risk should SELEP not be able to deliver the full programme. The likelihood of this risk occurring is increased by the delay to HMG providing the grant determination and the introduction of a time consuming change control process	An additional member of staff has been appointed to the team with responsibility for oversight of the GBF programme. Issues and concerns with the Change Control and reporting processes have been raised with CLGU and will be flagged at the APR. Strategic Board have agreed the process for establishing a GBF reserve list and the list will be agreed at their meeting in March	RM	31/03/2022
29	Incorrect application of LGF grant awarded to Hadlow College	5	4	20	High	£11m of LGF funding across 4 projects has been awarded to Hadlow College which has entered into Education Administration. It is currently unclear whether the outputs and outcomes related to this funding will be delivered. Whilst the educational activities have resumed at the college, the grant agreements have not transferred to the new provider and therefore SELEP will be unable to recoup any monies that were not applied in line with the agreement. The Secretariat and the Accountable Body are working to get further information from the Education Administrators, BDO. There is a potential risk that monies weren't utilised in line with the grant agreement between the Accountable Body on behalf of SELEP and the college. If grant monies weren't correctly utilised, the outputs and outcomes in the business case will not be delivered	The Secretariat and the Accountable Body are in contact with BDO but the administration process is lengthy. We are also having conversations with HMG to understand the implications on SELEP if the funding was not correctly applied. Consideration is being made as to what protections can be put into place to prevent this situation occurring in future	LA	Ongoing

Risks Related to Funding/Financial Position

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Risks Related to Funding/Financial Position									
20	Uncertainty of future capital funding/ investment programmes	5	5	25	High	The LGF programme ends on 31 March 2021 and the GBF programme finishes one year later. Currently there is no funding for LEPs beyond 31 March 2022. The Spending Review this year is now single year, not multiple year and so is unlikely to contain any details on UKSPF or other fund. This now presents an existential threat to the future of LEPs, with access to no investment funds the LEP will be unable to deliver any strategy agreed. Currently there is no assurance about the GBF grant award in 21/22	The LEP Network continues to work together to make the case for LEPs to play a pivotal role in the economic recovery from lockdown. Further action is expected following the details of the SR being issued.	AB/SB	Ongoing
38	Future viability of the operational budget	5	5	25	High	Whilst a balanced budget for 2021/22 has been constructed it is not possible to do so for future years with the current cost base and assumed income levels. If additional funding for LEPs beyond next financial year is not announced, it will be necessary to be begin a cost cutting exercise beginning in the middle part of 2021/22. This risk links closely with the wider LEP funding risk at number 20	Senior management in the Secretariat are working with Board members to raise awareness of this issue. The LEP Network is already lobbying strongly for multi-year funding packages for LEPs, including operational income however it is now known that the Spending Review in November 2020 will be single year	SB	Ongoing

Risks Related to Service Design and Reputation

Ref	Risk Title and overview	Likelihood	Impact	Score	Rank	Description	Mitigation	Risk Owner	Dates/ Deadlines
Risks Related to Service Design and Reputation									
37	COVID-19 - HMG Expectations Risk HMG anticipating a growing role for LEPs, expectations may exceed what can delivered by SELEP within the resources available and impact on the reputation of the partnership within Whitehall	4	5	20	High	HMG has increased requirements for Growth Hubs to report on impacts of COVID-19 on local businesses. HMG may also expect LEPs to take on an additional role during the recovery period that we do not have the capacity or capabilities to undertake creating a large reputational risk and potentially undermining the future of LEPs. HMG may seriously raise local businesses expectations of what support LEPs can provide, undermining our credibility with our business base. HMG may also require strategies to align with a national policy that has not yet been communicated. There is still no clear policy direction from HMG on these matters	Using the Chair's role on the LEP Network, officials and ministers will be informed as to what LEPs are able to do. Any additional asks from HMG should be countered with an ask for the appropriate level of funding to allow it to be undertaken. The Secretariat are working on intelligence gathering and understanding the new economy and what role the LEP can play during the recovery and renewal phase	All Man Team	Ongoing