Ventnor Plus
In partnership with Locality
Communities ambitious for change
Ventnor Town Council is a Community Partner

Our Place!

Project Risk Assessment

Project Risk Assessment Result:	**Low +**	**(See Section 12 of this document)**

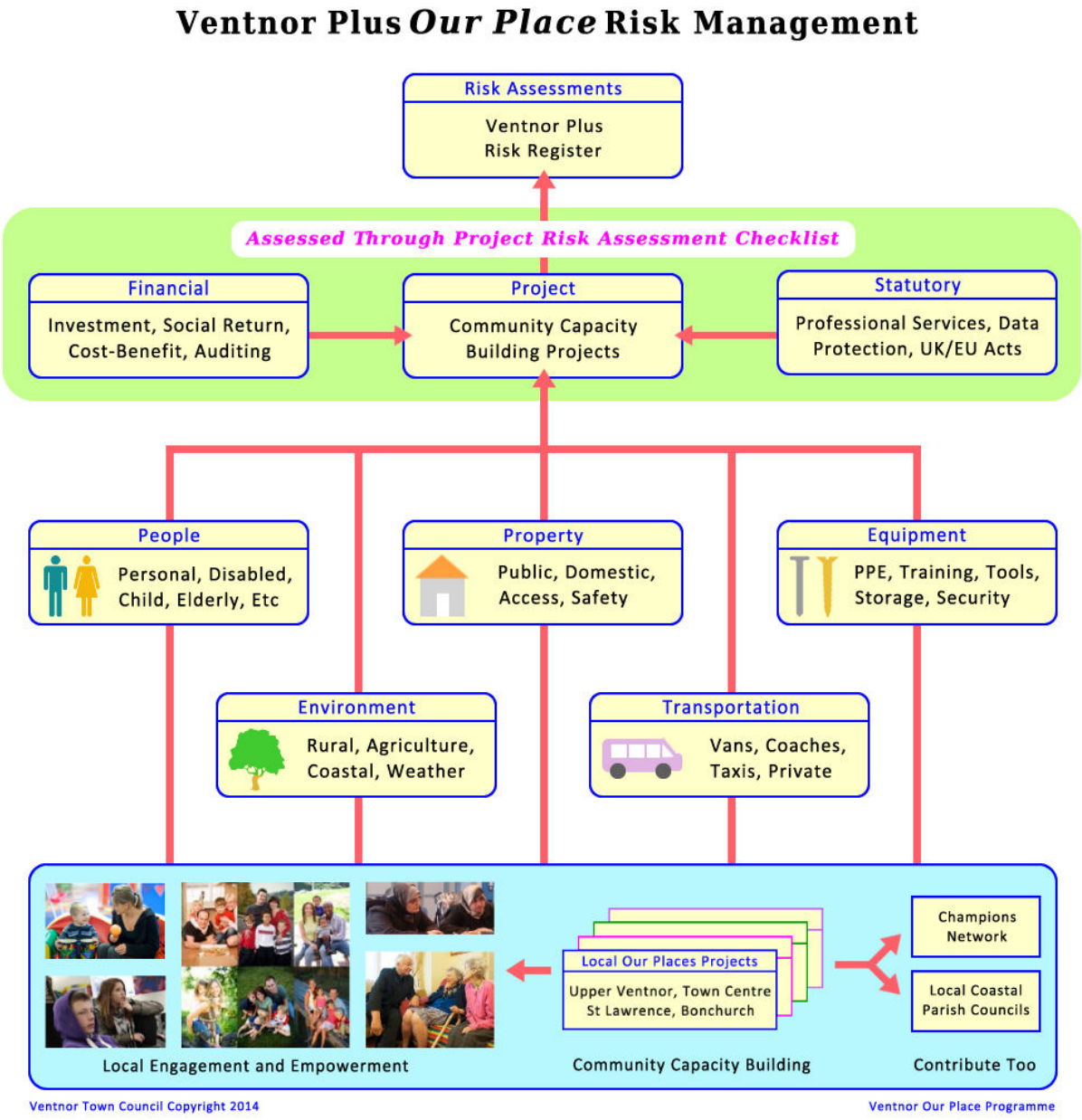
Ventnor Socio-economic & Regeneration Team

January, 2014

Locality, in partnership with the Local Government Association and delivery associates such as the Community Development Foundation, is delivering the Our Place programme.

Risk Assessment Structure

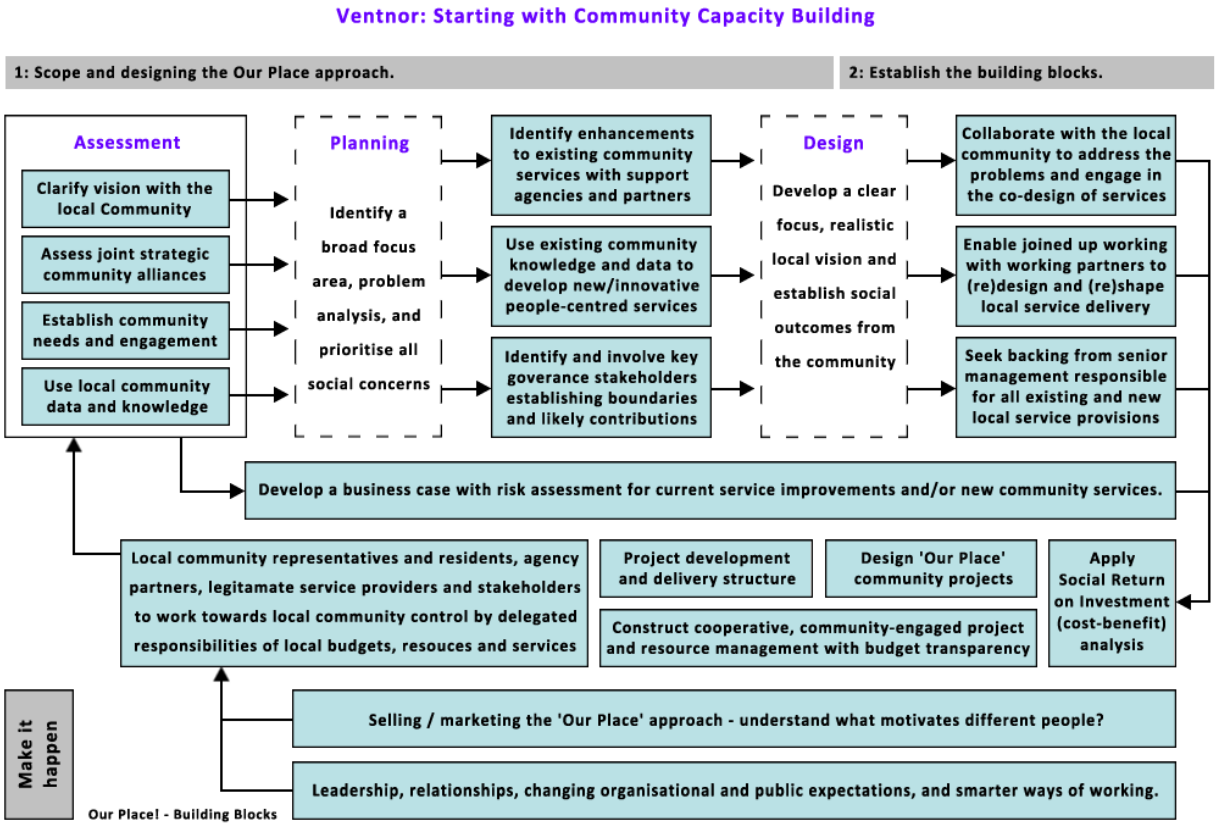
a. The following diagram outlines the risk assessment areas expected to be covered for all Our Place! Community projects under the management and project administration of Ventnor Plus. Three risk assessment areas: Financial, Project and Statutory specifically relate to the project management of an Our Place! Community initiative. While the other five risk assessment areas relate to the health, safety, protection and well-being of community residents of all ages, involved in a Ventnor Plus project.



b. By default all areas need to undergo risk assessment for any Ventnor Plus community project without exception; and the risk assessments fully documented and placed in the Ventnor Plus Risk Register.

Operational Structure

a. In line with the Risk Assessment Structure is the accompanying Our Place! Building Blocks model designed specifically for Ventnor community projects, where the focus is on Community Capacity Building. In essence the Building Blocks model represents the basis for an Our Place Operational plan. The Ventnor Building Block model is also supported by a Community-Centred Project Management cycle provided in Section 4.1 of this document.



b. Initially there is the Assessment stage which establishes the local community vision, their needs and necessary local-level engagement. From this a broad picture can be made, leading to the redesign or new design of community services with the help of existing and new support agencies, the private sector and interested parties. Central to the model is the Business Case with included Risk Assessment, and the project management to build and deliver the required community services.

c. The primary aim of the model is a leading towards local community control (Localism), in partnership with Town or Parish Councils, public support agencies and private sector stakeholders. Consequently allowing the community to have a greater say in what services are required locally and how they are packaged and delivered to community residents and groups.

1.1 Project Risk Assessment Checklist

Our Place Community Project Details				Part 1	
Project Owner	Ventnor Plus Our Place Group - Ventnor Town Council			**Id.**	VP000
Project Title	Getting Started Project				
Ventnor Plus PM	To be agreed		**Community PM**	To be agreed	
Project Start Date	10/01/2014	**Initial Outlay**	£3,000	***Risk Assessment Date***	
Project End Date	01/03/2014	**Project Return**	Substantial	12/01/2014	

Community Project Aims		Part 2	
	Risk Assessment	**Plausible Risk**	
VP	**Instructions: Consider the aims, strategy and objectives of the project, and the benefits to the whole community, individuals and supporting partnerships.**	Low Med High N/A IP (In Progress)	
2.1 (160)	**2.1a: What is the purpose of the project?** Within the framework of the Our Place! programme and Localism, to engage the local community to take control of local service provision and resource budgets.	**2.1a**	Low
	2.1b: What are the objectives of the project? 1. At this early stage to create an Our Place! development plan. 2. Inform and engage with the local community regarding Our Place!	**2.1b**	Low
	2.1c: What are the reasons for doing the Our Place community project? Ventnor has two major devprivations areas, isolated older people, high youth unemployment, financial hardship and domestic problems.	**2.1c**	Low
	2.1d: What opportunities will it provide Ventnor Town Council (VTC)? The Our Place! will allow VTC to continue to adopt Localism, regenerate a deprived seaside resort and help provide better services into the community.	**2.1d**	Low
2.2 (160)	**2.2a: What will the project provide the local community and its residents?** Act as a catalyst for the local community to take more control of their lives, health, well-being and allow support agencies to provide better services.	**2.2a**	Low
	2.2b: How will it help and benefit the local community and its residents? Improved social engagement and community spirit, and as a major partner, the way services are provided within the different communities of Ventnor.	**2.2b**	Low
	2.2c: How will it benefit supporting and participating agencies and partners? Improved design of service provision, better engagement and understanding of service needs in the local community.	**2.2c**	Low
	2.2d: How will engagement and participation be achieved for the project? Following the Our Place! build-block model developed for Ventnor; building on the good working realtionships with existing local and national support agencies.	**2.2d**	Low

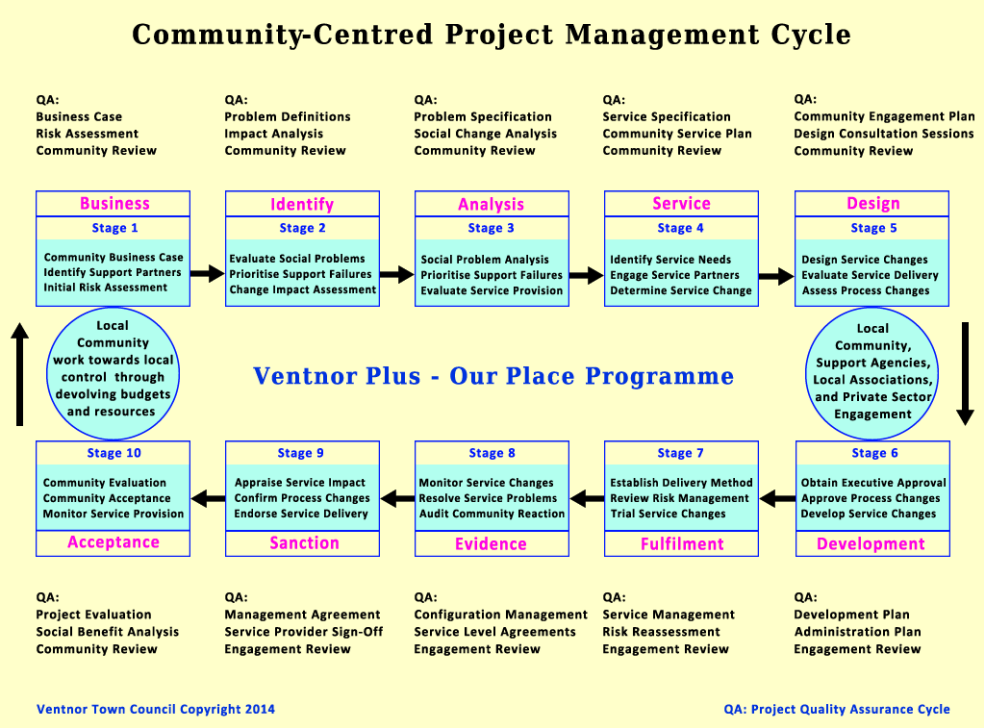
Community Project Description Continued...		Part 2	
	Risk Assessment	Plausible Risk Low Med High N/A IP (In Progress)	
2.3 (600)	**2.3a: Explain what the project covers and who it is aimed at? And what are the project objectives, partnerships involved and what will be the impact to the community environment and its residents?** The immediate aim will be to build the Our Place! Development Plan with the future intention of building an Operational Plan for the whole of Ventnor. The main objectives will be to focus on community needs and problems, and the effecient delivery of support agency services. This will be accomplished in liaison with local community associations, local residents, public and private sector stakeholders, and interested partners. Esentially it will be the community residents driving the project forward and commiting to the Our Place! methodology and principles for their own local benefit.	2.3a	Low

Project Strategy Plan		Part 3	
	Risk Assessment	Plausible Risk Low Med High N/A IP (In Progress)	
VP	**Instructions: Consider how close the project strategy and outcomes fit the Our Place model to devolve service control downward to the local community.**		
3.1 (160)	**3.1a: Does the proposed project follow the Our Place model and strategy?** Yes. Both the Ventnor Plus building-block model and project management have been created from the guidelines by Locality and their pilot projects.	3.1a	Low
	3.1b: How does the project support the Our Place model and strategy? By the implementation and collaborative interaction between support agencies, private sector and local Ventnor communities.	3.1b	Low
	3.1c: Does the project support an existing local community project? Yes. Ventnor Town Council has been engaged in local economic and community regeneration projects for the last two years.	3.1c	Low
	3.1d: Is the project a continuation of an existing community project? There is a potential link between the existing Time Bank programme under community development and the purposes of the Our Place! initiative.	3.1d	Low
3.2 (160)	**3.2a: Is this a start-up community development project?** Yes. This is the first stage of the Our Place! initiative in Ventnor. The application to engage in Our Place! has been submitted to Locality for reveiw.	3.2a	Low
	3.2b: Will this project require initial research and investigation? Yes. In order to build the Our Place! development plan, engagement with the local community will be important in terms of their commitment and views.	3.2b	Low
	3.2c: Will this project require funding, resources and/or use of property? At this stage, if the application is successful with Locality, the monies will be used for several community and support agency engagement venues by VTC.	3.2c	Low

Project Strategy Plan		Part 3	
	Risk Assessment	Plausible Risk	
VP	Instructions: Consider support agencies, private sector and interested party participation and the required service provision to complete the project.	Low Med High N/A IP (In Progress)	
3.3 (600)	**3.3a: Will the project need the co-operation of public support agencies and/or private sector service providers, and include potential service providers?** Initially the Get Started stage will identify existing and new partnerships with service and resource providers. The current partners would be: 1. Jobcentre Plus 2. Isle of Wight College 3. Southern Housing Group 4. Hampshire Constabulary 5. Isle of wight council	3.3a	Low
3.4 (600)	**3.4a: Will the project need additional support service design or redesign of existing services, and outline the help required by both public and private service providers, local associations and clubs?** This would require liaison with the above partners by Ventnor Plus and engagement with Ventnor's communities and local private sector stakeholders. The service support areas will mainlyfocus on: adult social care, disability issues, employment, health and well-being, local transportation and mobility, community cohesion & engagement, enterprise/economic development, social housing, young people, community safety/crime prevention, environment/public realm, older people, culture, arts and recreation, financial hardship, and skills and training.	3.4a	Low
3.5	**What project outcomes are expected to be achieved, and specify the risks and challengers in delivering each outcome?**		

	Project Outcomes: (30)	Risks/Challengers: (40)		
3.5a	Reduction in area deprivation.	Community apathy and resistance.	3.5a	Low
3.5b	Improvement in IMD ranking.	Achieving the right balance of goals.	3.5b	Med
3.5c	Inter-agency collaborations.	Organisational/management resistance.	3.5c	Med
3.5d	Viable economic town strategy.	Motivation and private investment.	3.5d	High
3.5e	Health & well-being strategy.	Lack of resources and funding.	3.5e	Med
3.5f	Substantial cost savings.	Improving service provision effeciency.	3.5f	Low
3.5g	Qualitative social benefits.	Poor community engagement and belief.	3.5g	Low
3.5h	Full adoption of Localism.	Central authority resistance.	3.5h	Med
3.5i	Our Place! network champion.	Successfully breaking new ground.	3.5i	Low

Community Project Planning						Part 4	
					Risk Assessment	Plausible Risk	
VP	Instructions: Consider the stages necessary to complete all aspects of the project but avoid stages that are genuinely not required.					Low Med High N/A IP (In Progress)	
4.1	What project management stages are required for this project?					4.1a	Low
	Project Cycle Stages:		Days:	Who will be Responsible? (30)		4.1b	Low
	4.1a Stage 1: Business	☑	10	VTC, VP, Local Community		4.1c	Low
	4.1b Stage 2: Identify	☑	15	VTC, VP, Community, Agencies		4.1d	Low
	4.1c Stage 3: Analysis	☑	5	VTC and VP		4.1e	N/A
	4.1d Stage 4: Service	☑	5	VTC, VP, Local Community		4.1f	N/A
	4.1e Stage 5: Design	☐		Not required at this stage		4.1g	N/A
	4.1f Stage 6: Development	☐		Not required at this stage		4.1h	N/A
	4.1g Stage 7: Fulfilment	☐		Not required at this stage		4.1i	N/A
	4.1h Stage 8: Evidence	☐		Not required at this stage		4.1j	N/A
	4.1i Stage 9: Sanction	☐		Not required at this stage			
	4.1j Stage 10: Acceptance	☐		Not required at this stage			
	Total Project Days:		Est. 35	(Enter Actual Days or Estimate)			



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The project management cycle is an important part of the Business Case to assess risks relating to all existing local community support services, including the development of new services.

In the majority of cases, all project stages will be required in order to complete an Our Place project, including the required Quality Assurance (QA). These are likely to involve support agencies and the local community working together.

4.2 (300)	**4.2a: Are there any concerns about completing a particular project stage in terms of deadlines, staff availability, resourcing or community and partner concerns?** There is a potential risk that not all community residents will attend the Our Place! community engagement venue provided by Ventnor Town Council and Ventnor Plus. Also a potential risk that many of Ventnor's trades people will not attend. Also local support agencies may invoke data protection.	**4.2a**	**Med**
4.3 (600)	**4.3a: Outline the expected resources needed for each project stage?** At this early stage only VTC resources are required to achieve the Getting Started project which would require project administration, Our Place! application submissions, risk assessments, community event and venue arrangements. Addditional resourcing directions are likely to come out of the meetings with the support agencies and Ventnor's local communities.	**4.3a**	**Low**
4.4 (600)	**4.4a: Outline the expected partnership collaboration needed for the project?** In the early stages, full community representation, engagement and commitment will be needed. Other service providers working in the area are aware of the Our Place! community initiative but not fully versed, and therefore exact quantitative collaboration cannot be ascertained. Primarily the essential drivers are the elected members and Mayor of Ventonor Town Council and support from the Isle of Wight Council. Negotiation with the Isle of Wight Clinical Commision Group is underway with regards to addressing local mental ill-health problems.	**4.4a**	**Med**
4.5 (600)	**4.5a: What are the key milestones and/or checkpoints of the project?** The follow milestones are important for this stage of the Our Place! project, and are part of the Community-Centred Project Management cycle: 1. Business case and senior agency support. 2. Risk assessment. 3. Community reviews. 4. Problem definition. 5. Impact analysis. 6. Service specification. 7. Community service plan.	**4.5a**	**Med**
(300) **4.6** (160)	**4.6a: Who is responsible for carrying out operational day-to-day project management, administration, outcome delivery, project costing and budgeting, project management reporting and regular project and resource auditing?** For this project, the main project management and administration will be done by members of Ventnor Town Council: The Town Clerk, Assistant Town Clerk, Community Development Officer and Economic Officer. Additional project support and consultation will be provided by other local VTC councillors. **4.6b: Who will liaise with, and co-ordinate and monitor project partners?** This will be a joint collaborations between Ventnor Town Council, Ventnor Plus team, the community and community regeneration officers.	**4.6a** **4.6b**	**Low** **Low**

Community Project Planning Continued...		Part 4	
	Risk Assessment	Plausible Risk Low Med High N/A IP (In Progress)	
VP	Instructions: Consider the level of expertise to run the project on a daily basis and to manage milestone, reporting, community reviews and delivery.		
4.7 (160)	**4.4a: Provide an overview of the project manager's experience/qualifications?** Members of Ventnor Town Council are fully qualified and experienced in both commercial and community development project management.	4.7a	Low
	4.4b: What contingency/cover is available for PM, staff & volunteer absence? Currently this project is a joint collaboration between VTC Councillors and employees, and therefore there is sufficient cover to meet any project demands.	4.7b	Low
	4.4c: What contingency is available to ensure project deadlines are achieved? The target dates have been set by Locality. Completion 1/5/2014 for the Development Strategy and 15/2/2015 for the OperationalPlan.	4.7c	Low
	4.4d: What contingency is available to ensure the project objectives are met? This will be a collaboration between Ventnor Plus, the Ventnor community associations and relevant public and private partners.	4.7d	Low

Community Project Resourcing		Part 5	
	Risk Assessment	Plausible Risk Low Med High N/A IP (In Progress)	
VP	Instructions: Consider both current and future resources needed to achieve and sustain the project aims, outcomes and sponsorship expectations.		
5. 1	**Provisionally estimate the resources and assets needed?**	5. 1a	Low
	5.1a - Estate Management: / **5.1b - Facilities Management:**		
	Building management ☐ / Community spaces ☑ Staffing and recruitment ☐ / Training, meeting rooms ☐ Building refurbishment ☐ / Equiped workshops ☐ Building reconfigurations ☐ / Equipment and tools ☐ Facilities Management ☑ / Room furniture, fixtures ☑ Electricy, water, gas ☑ / Room reconfiguration ☑ Ventilation and heating ☑ / Room refurbishment ☐ Waste management ☑ / Domestic appliances ☑ Health & Safety legislation ☑ / Domestic utensils ☑ Security management ☐ / Restroom facilities ☑ Building, asset protection ☐ / Secure storage, lockers ☐	5. 1b	Low

Community Project Resourcing Continued...		Part 5	
	Risk Assessment	Plausible Risk	
VP	Instructions: Consider the different types of people in the community and any problems or concerns they may have to face due to the impact of the project.	Low Med High N/A IP (In Progress)	
5.2 (600)	**5.2a: Potentially, who will be affected by the outcomes of the project?** Families with children ☑ Individuals 40 to 50s ☑ Families with teenagers ☑ Individuals 50 to 60s ☑ Families with elderly ☑ Retired state pension ☑ Families no dependants ☑ Retired private pension ☑ Single mother family ☑ Elderly without partners ☑ Single father family ☑ Elderly with partners ☑ Separarted and divorced ☑ With severe illness ☑ Dependant young adults ☑ With impairment ☑ Dependant adololescents ☑ With disability ☑ Individuals 20 to 30s ☑ With mental ill-health ☑ Individuals 30 to 40s ☑ Home family carers ☑	5.2a	Low
	5.2b: Who above would most benefit from the project outcomes? This is a Getting Started project, with potentially all members of the local community affected and/or helped and/or contributing in some way. Throughout this project and in future Our Place! projects, as many viewpoints and concerns from different parts of the combined local community will be obtained in community engagement exercises.	5.2b	Low
5.3 (300)	**5.3a: Are there any concerns that the project outcomes will adversely affect children in the local community currently on the I.O.W risk register, particularly children with disabilities and/or vulnerable adults?** No, not at this stage. Full risk assessment regarding the safeguarding of children and vulnerable adults, and the checking of both staff and volunteers, will be undertaken in future Our Place! projects tackling such areas. Local agency support will be essential.	5.3a	Low
5.4 (300)	**5.4a: Will the project operation and outcomes interrupt community welfare?** No. This project will only attempt to ascertain the viewpoints, opinions and concerns of local community residents, and will not affect existing local services or providers.	5.4a	Low

Community Project Resourcing Continued...		Part 5	
	Risk Assessment	Plausible Risk	
VP	Instructions: Consider the strategic impact the project outcomes will have for local governance, staff availability and community relationship management.	Low Med High N/A IP (In Progress)	
5.5 (300)	**5.5a: Does the project involve changes too or impact upon local governance?** In some ways yes. As Our Place! community projects become more frequent, so too will the emphasis on securing and maintaining local control and service responsibility in keeping with Localism. This may require negotiation with the Isle of Wight Council.	5.5a	Low
	5.5b: Do the project outcomes help to devolve control to the local community? Potentially yes. The purpose of the Our Place! methodology and impact and benefits of Localism will be relayed to the local community for their consideration and future actions.	5.5b	Low
	5.5c: Does the project strategy and outcomes fully support localism? Yes. One of the primary aims of the Our Place! methodology is to promote, support and have implemented, Localism. Devolving control and governance downward to the local level.	5.5c	Low
5.6 (160)	**5.6a: Will the project team have sufficient time to engage with the project?** Yes. Ventnor Town Council has committed itself to the Our Place! programme and allocated both community development and economic officers to the project.	5.6a	Low
	5.6b: Will volunteers have sufficient time to engage with the project? No community volunteers are required for the project at this stage.	5.6b	Low
	5.6c: Will support agencies have sufficient time to engage with the project? All relevant and identified support agencies attending the Our Place! induction venue provided by VTC, will be able to assess availability and contribution.	5.6c	Low
	5.6d: Will stakeholders have sufficient time to engage with the project? Currently other public and private sectors and interested parties, have not been identified at this early stage of the project.	5.6d	Low
5.7 (160)	**5.7a: How will the social returns in investment be evidenced in the project?** Regular community engagement project reviews, and the use of Social Return on Investment developed by the Cabinet Office for the Third Sector.	5.7a	Low
	5.7b: How will problems, concerns and complaints be managed in the project? Innovative use of Configuration Management techniques applied to the community to record problems, changes, contingencies, requirements and risks.	5.7b	Low

Community Project Accounting		Part 6	
	Risk Assessment	Plausible Risk Low Med High N/A IP (In Progress)	
VP	Instructions: Consider the risks associated with project funding, sponsorship, project accounting and public reporting, and allocated monies.		
6.1 (300)	**6.1a: How will the funding investment for the project be correctly managed?** Primarily by Ventnor Town Council at the local level on behalf of the community project and Ventnor Plus.	6.1a	Low
	6.1b: What controls will be used for accounting transparency and integrity? Full and correct auditing procedures as required by UK Town/Parish procedures and legislation will be applied to all sponsorship funding and local precept funding.	6.1b	Low
6.2 (300)	**6.2a: Who are the current sponsor/s and how will their funds be used?** If the application to Locality is successful, then under the Our Place! programme, VTC will be eligible for an initial £3000. This will be used for informing and engaging with the community and support agencies to help build the Our Place! Development Plan.	6.2a	Low
	6.2b: Does funding comply with Government and local authority regulations? Locality, in partnership with the Local Government Association and delivery associates such as the Community Development Foundation, is delivering the Our Place programme. Therefore all funding to VTC follows their required regulations.	6.2b	Low
	6.2c: Will Ventnor Town Council and any Partner/s match fund the project? Local council match funding and/or additional sponsorship funding from either public sources or private sector will depend on the outcome of the Our Place! application.	6.2c	Low

Community Equality and Diversity		Part 7	
	Risk Assessment	Plausible Risk Low Med High N/A IP (In Progress)	
VP	Instructions: Consider all aspects of disability and equality affecting members connected with the project and their legal rights for accommodation.		
7.1 Locked	**7.1a: How is the project compliant with Disability and Equality Legislation?** The disability equality duty ensures the total and fair involvement of disabled people. Disability legislation automatically places an anticipatory duty upon Ventnor Town Council and all of its employees. Ensuring that disabled people (whether Ventnor Plus staff, volunteers, community residents, support agency or private sector staff) are involved and engaged in every aspect of the Our Place community programme whether as a project team member or participating member of the local community.	7.1a	Med

Project Equality and Diversity Continued...			Part 7	
	Risk Assessment		Plausible Risk Low Med High N/A IP (In Progress)	
VP	Are there any project administration/operational concerns or current/future community problems that may bring about non-compliance of the UK Equality Act 2010 Protected Characteristics?			
7.2	Protected Characteristics:	Information and/or Public Concerns (45)		
	7.2a **Age**	32% of the Ventnor population is over 60.	7.2a	Med
	7.2b **Disability**	Disability/mental ill-health high.	7.2b	High
	7.2c **Marriage/civil partnership**	More children on risk register than UK.	7.2c	High
	7.2d **Race**	Low representation in Ventnor.	7.2d	Low
	7.2e **Religion/Belief**	Range of beliefs and religions.	7.2e	Low
	7.2f **Gender**	Greater female population than men.	7.2f	Med
	7.2g **Sexual orientation**	Diverse and open community.	7.2g	Low

External Partnerships			Part 8	
	Risk Assessment		Plausible Risk Low Med High N/A IP (In Progress)	
VP	Instructions: Consider all inputs, resources and match funding for the project provided by public support agencies and/or external public partnerships.			
8.1 (300)	8.1a: Does the local community project involve working with any group or individual/s outside of Ventnor and/or the Isle of Wight?	At this stage, the majority of relevant public support agencies and their employees are located on the Island but not in Ventnor. No external private sector partners have been identified as yet.	8.1a	Med
	8.1b: Who are the external organisations, groups or individuals associated with service provision and resource delivery for the community project?	Jobcentre Plus, Isle of Wight College, Southern Housing Group, Isle of Wight Council, Isle of Wight Clinical Commissioning Group, Age UK in Godshill, Youth Trust in Newport.	8.1b	Med
	8.1c: Estimate the timescales of match funding and/or match resourcing by local and external partners for the community project?	None for this project at this stage.	8.1c	N/A

External Partnerships Continued...		Part 8	
	Risk Assessment	Plausible Risk	
VP	Instructions: Consider contractual agreements, formal and informal, and the responsibilities and accountabilities external partners have on the project.	Low Med High N/A IP (In Progress)	
8.2 (300)	**8.2a: Have partnership agreements for organisational co-operation, support, time, availability, resourcing and/or funding been agreed at management level?** Not required for this project at this stage. But the VTC community engagement venue for support agencies will raise these issues.	8.2a	N/A
	8.2b: Have contractual arrangements or letters of agreement with all external supporting partners and stakeholders been agreed and provided for the project? Not required for this project at this stage.	8.2b	N/A
	8.2c: Have partnership arrangements for data and public protection, intellectual property, warranties, liability, penalties and service level agreements been identified, reviewed and approved for the project? Not required for this project at this stage.	8.2c	N/A
	8.2d: What is the reliability of the partners involved, and are there any concerns relating to their commitment, ability of their people, expertise and services for successfully delivering the project in partnership with the community? Reliability of existing services into the local community is good. Working with support agencies in the future under an Our Place! project will aim to optimise those community services and provide additional services where needed.	8.2d	N/A
	8.2e: What agreements have been made with partners to provide evidence of their contributions, service provisions, resourcing and potential match funding? Not required for this project at this stage.	8.2e	N/A
	8.2f: What agreements have been made with partners relating to their service outputs and project outcomes, and have these been documented and agreed in contract or letters of agreement with the partners? Not required for this project at this stage.	8.2f	N/A

Project Sponsorship Funding		Part 9	
	Risk Assessment	**Plausible Risk** Low Med High N/A IP (In Progress)	
VP	Instructions: Consider all funding streams and whether the funds will cover all aspects of the community project in order to achieve the outcomes.		
9.1 (300)	**9.1a: Does any part, action or activity of the current and/or future project strategy and objectives qualify for other/additional sponsorship funding either from public or private sector sources?** To be assessed for future community projects.	9.1a	N/A
	9.1b: Does the project budget incur any illegible costs that cannot or will not be recovered from partnership fund sponsors, and show the estimated costs that may have to be recovered? To be assessed for future community projects.	9.1b	N/A
	9.1c: Can unrecoverable project costs be absorbed into the current business plan by the town council precept or local private sector or by the community? To be assessed for future community projects.	9.1c	N/A
	9.1d: For all partner sponsorships of capital funding for the project, provide the partner name, amount expected, access date and management approval?	9.1d	Med
	Funding Partner Name: (40) / **Amount** / **Date** / **Approved** **Potential sponsorship: Locality** — £3000 — 24/04/2014 — ☐ ☐ ☐ ☐ ☐ ☐ ☐		
	9.1e: Provide details of any other funding streams, current or future funding opportunities and/or grant applications, or unforeseen sponsorship? (160) No other funding streams are available at the moment.	9.1e	Low

Project Sponsorship Funding Continued...		Part 9	
	Risk Assessment	Plausible Risk Low Med High N/A IP (In Progress)	
VP	Instruction: Consider project continuation and impact on project development and the community after initial sponsorship funding has finished.		
9.2 (300)	**9.2a: Will the community project remain in operation after the initial term funded by the project sponsor/s?** Yes. Continuation is expected.	9.2a	Low
	9.2b: What arrangements have been planned to continue funding the community project, and what contingency or mitigation plans are in place in order to maintain and develop the project in the future? A further application to Locality on submission of an Our Place! Development Plan for Ventnor may provide additional funding.	9.2b	Low
	9.2c: How will future funding to sustain project continuation be secured and what additional resources, assets, services or staff will be needed for the project? To be assessed for future community projects.	9.2c	N/A
	9.2d: Identify the risk of failure, impact and severity, if continuation funds and sponsorship are not available, and how will that affect local support services into the community and its residents? Ventnor Town Council will continue to apply Localism in the Ventnor area with respect to assets and the community, and continue to work with local support agencies to find service savings and effeciencies.	9.2d	Low
	9.2e: Are there any service or delivery constraints, restrictions or special conditions imposed on the project by the project sponsors or local influence? None identified at this stage.	9.2e	Low
	9.2f: Who will manage and monitor the project budget and resource allocations, and verify that all accounting entries and procedures have been fully met, transparent and conform to good accounting practices? Ventnor Town Council in liaison with Ventnor Plus.	9.2f	Low

Business Management and Legal		Part 10	
	Risk Assessment	Plausible Risk Low Med High N/A IP (In Progress)	
VP	Instruction: Consider the social market and promotion of the project into the local community and to partners both from the public and private sectors.		
10.1 (300)	**10.1a: Is there a social marketing plan to promote the community project and the work of its participants, benefits and experiences of community residents, motivations and comments of volunteers and feedback to Network Champions?** Promotion of the Our Place! community engagement venue in Ventnor, provided that Locality approve the £3000 initial funding. Ventnor Plus will keep Locality informed during the project through social networking, email and their relationship manager.	10.1a	Low
	10.1b: Will an advertising plan been formulated to raise local interest and potential contributions and sponsorship, and to include social media opportunities for community comments, feedback and suggestions? Advertising of the Our Place! community engagement venue in Ventnor, provided that Locality approve the £3000 funding.	10.1b	Low
	10.1c: Will a public relations plan be formulated to engage the support and contributions of the local community and to provide updates, feedback, launch events, e-newsletter and progress of the Our Place! project to local residents? Public relations for the Our Place! community engagement venue in Ventnor, provided that Locality approve the £3000 funding.	10.1c	Low
10.2 (300)	**10.2a: What process will verify project activities and delivered outcomes against UK and EU legislation in order to protect the health, rights and equality of project staff and community beneficiaries; and who will be responsible for the personal liability and insurances relating to all aspects of the community project?** This area is in progress under the risk management strategy for Ventnor participating in Our Place! projects. Personal liability and insurances would be arranged by Ventnor Town Council.	10.2a	Low
	10.2b: What process will verify the health and safety training and certification of project staff, volunteers, public agency and private sector workers involved in the project, and the statutory recording and updating of their certifications? In progress under the risk management strategy for Ventnor participating in Our Place! projects.	10.2b	Low

Project Ethics & Safeguarding		Part 11	
	Risk Assessment	Plausible Risk	
VP	Instructions: Consider all public Duties of Care, and the safe interaction between all project participants working with adults and children in the local community.	Low Med High N/A IP (In Progress)	
11.1	**11.1a:** Have all the ethical aspects of the project strategy and the consequences and impact of the intended project outcomes been fully considered and assessed, in terms of continued community well-being and safety? Select: Yes ☐ No ☐ Reviewing ☑ Unsure ☐	11.1a	Med
	11.1b: Does this project involve the NHS as a partner and/or any social care activities that require adherence to Care Quality Commission national standards for social care? Select: Yes ☑ No ☐ Reviewing ☐ Unsure ☐	11.1b	Med
	11.1c: Does the project aim to help people with mental ill-health and conform to Care Quality Commission mental health services regulations to maintain standards of quality and safety in health and adult social care? Select: Yes ☑ No ☐ Reviewing ☐ Unsure ☐	11.1c	Low
	11.1d: Does the project aim to work with children and/or vulnerable adults, and has all safeguarding legislation been reviewed, as set out in The Children Act 1989 and 2004, and additional UK Government safeguarding guidelines? Select: Yes ☑ No ☐ Reviewing ☐ Unsure ☐	11.1d	Low
	11.1e: Prior to contributing to any project task have all project staff, community helpers and volunteers in contact with, caring for, supervising or being in sole charge of children, adults and/or vulnerable groups had their enhanced Disclosure and Barring Service (DBS) checked, as required by The UK Protection of Freedoms Act 2012? Select: Yes ☐ No ☐ Reviewing ☑ Unsure ☐	11.1e	High
	11.1f: Have all project staff, community helpers and volunteers prior to any project community activities had induction training and been made aware of probationary periods, disciplinary procedures and the Abuse of Position of Trust set out in The Sexual Offences (Amendment) Act 2000? Select: Yes ☐ No ☐ Reviewing ☑ Unsure ☐	11.1f	High
	11.1g: Have the risks of working within the community during Our Place! project been fully understood in terms of safeguarding children and vulnerable adults, social care, and equality and ethics; and will there be a collective effort made to protect all individuals in the local community? Select: Yes ☑ No ☐ Reviewing ☐ Unsure ☐	11.1g	Med

Reference: Abuse of Position of Trust - http://www.legislation.gov.uk/ukpga/2000/44

Project Risk Evaluations		Part 12	
	Risk Assessment	Plausible Risk Low Med High N/A IP (In Progress)	
VP	Instructions: Consider all potential project management risks and those most important that need to be mitigated before/during the community project.		
12.1	**12.1a: Have all the risks relating to this project been identified in terms of people, management, administration, operation, delivery and outcomes?** (300) Yes. In progress under the risk management strategy for Ventnor participating in Our Place! projects. The Ventnor Plus risk register can be located on the Ventnor Town Council website in the public archive in the folder Ventnor Plus Risk Register.	12.1a	Low
	12.1b: Outline the most important risks that need to be mitigated? (600) 1. Risks relating to people, property, assets, equipment, health and safety. 2. Risks due to project management failures, delays and policy changes. 3. Risks due to non-compliance of current and future public support agencies. 4. Risks due to impacts on vulnerable community members and groups. 5. Risks relating to inadequate support for 16 to 24 young unemployed. 6. Risks of not engaging community support, working class and income deprived. 7. Risks of non-accessibility, non-acceptance and isolation of older people.	12.1b	Med

Summary of Plausible Risks: (Risk summation: Low = 1, Medium = 2, High = 3)

Document Section:	Avg. Risk	Alert
Part 1. Project Details		
Part 2. Community Project Aims	Low	
Part 3. Project Strategy Plan	Low	
Part 4. Community Project Planning	Low	Incomplete
Part 5. Community Project Resourcing	Low	
Part 6. Community project Accounting	Low	
Part 7. Project Equality & Diversity	Med	
Part 8. External Partnerships	Med	Incomplete
Part 9. Project Sponsorship Funding	Low	Incomplete
Part 10. Business Management & Legal	Low	
Part 11. Project Ethics & Safeguarding	Med +	Warning
Part 12. Project Risk Evaluations	Med	
Project Risk Summation:	Low +	

Plausible Risk Range

Low = Low Risk

Low + = Semi Medium

Med = Medium Risk

Med + = Semi High

High = High Risk

Note:

Incomplete under the Alert column implies either questions have not been risk assessed or are In Progress or Not Applicable. Check the section concerned.

Risk Assessment Sign-Off	VTC Officer	N Q. Cox	VTC Town Clerk	D Bartlett