

Risk category	Risk	Description	Impact level	Probability	Priority	Mitigation	Post-mitigation impact	Post-mitigation probability	Post mitigation priority	Owner
Accommodation	No suitable RB accommodation in any Wokingham schools	Classrooms size and space	5	2	10	Interim arrangements if necessary once school identified with capital plans later if required	5	1	5	PI
Commissioning	SLA & specification	Nominated school does not agree proposed SLA in a timely manner	5	1	5	SLA will be written collaboratively with school. Time allowed in project plan for negotiation	5	0	0	PI
Commissioning	Consultation requirements threaten project timetable		5	3	15	To discuss with consultations/procurement to agree realistic timescale. Early engagement with SEND Voices.	5	1	5	PI
Commissioning	Tight timetable means any lapse potentially threatens delivery by Sept 21		5	4	20	Prepared realistic project plan Developing project board Whole project owned by DCS & AD	5	2	10	PI
Legal	Parents object to proposed late allocation and seek places elsewhere via tribunal	Parents apply for school places in Autumn term but resource base places are allocated without application, only expressed preference. This is usually in February but in the project plan award may not happen til March, thus the five parents whose children are going to enter the new resource base would find out where their children were going a month later than everyone else. The low number of parents must be balanced with the already unfavourable perception of WBC in some quarters of the local SEND community and the chance the timetable may lapse even further, when assessing the risk.	5	3	15	Regular contact with relevant parents Early engagement with relevant parties inc SENDIASS & SEND Voices Clear messaging about project purpose and timescales	5	2	10	PI
Comms	Unfavourable public perception leads to project delay		4	3	12	Engage comms from day 1 and throughout project	4	1	4	PI
Legal	Parents take out JR proceedings		5	2	10	Robust and well documented process Good audit trail for any data-based decisions	5	1	5	PI
Data	Problems with the reliability, accuracy and availability of pupil data lead to mistakes	Possibility that identified resource base doesn't meet needs of the five pupils allocated a space there	5	3	15	Work closely with the SEND team throughout project. Triangulate data where possible.	5	1	5	PI
Finance	Resource base funding model not finalised in time for schools to understand the financial implications of applying and may not apply	Schools will not know the exact amount of funding the new resource base will attract	5	3	15	Meetings taking place with all affected schools currently to build trust and confidence in WBC. Funding formula will be comprehensively modelled and shared with Schools Forum.	5	1	5	PI
Finance	Schools unhappy with proposed funding model and do not apply		5	3	15	Meetings taking place with all affected schools currently to build trust and confidence in WBC. Funding formula will be comprehensively modelled and shared with Schools Forum.	5	1	5	PI
Governance	Business case is not approved and project is either delayed abandoned	Project must go through several governance stages. Approval at all points is not assured.	5	1	5	AD LAP has asked for this project. DCS will be asked to own project.	5	0	0	PI

Governance	Proposed funding model for resource bases is not approved in governance	Project must go through several governance stages. Approval at all points is not assured.	3	1	3	Meetings taking place with all affected schools currently to build trust and confidence in WBC. Funding formula will be comprehensively modelled and shared with Schools Forum. SMT and Finance are behind the approach.	3	0	0	PI
Procurement	No schools apply	Timetable for project is a challenge. Schools will need to be highly motivated to apply.	5	3	15	Project plan, risk register, engagement with schools, schools event held early on in process	5	1	5	PI
Procurement	Consideration of possible TUPE restrictions may delay project		4	2	8	Early advice sought from HR and legal if necessary. Start process early as possible	4	1	4	PI
Team	SEND colleagues input and support essential to project may not be available	Due to unfilled vacancies, staff may not be available as required	5	5	25	To be considered by ST			0	
Team	Capacity required for this project will pull Senior Specialist away from planned BAU	This major project will require significant dedicated time. PI will prioritise this project, resource base financial review and resource base SLA. Other projects including INMSS framework, prep for moving SEND placements to operational commissioning, short breaks, SEND contracts and work on Sensory Consortium service will NOT be done by PI.	3	5	15	Consideration by Category Manager & AD re work to stop or be reallocated			0	RT
Team	Changes in staff affect project continuity	PI & RT both interim	3	3	9	Strong handovers if necessary. Work with colleagues to minimise risk. Ensure knowledge disseminated throughout project team. Ensure actions recorded, shared and filed accessibly.	3	2	6	WH