

RISK ASSESSMENT FORM

Consultation for revised ALLOCATION POLICY 2013



Business Objective: A transparent and fair scheme used to allocated social rented accommodation

Completed by: Rachel Ashford

Date completed: 31st January 2013

No	Risk & Impact (Threat/Opportunity to achievement of business objective)	Assessment of Gross Risk			Risk Treatment Measures Implemented	Assessment of Current Risk [With control measures implemented]			Action Plans for Additional Treatment Measures	Timescale
		Impact (Severity) [I]	Likelihood (Probability) [L]	Risk Score [IxL]		Impact (Severity) [I]	Likelihood (Probability) [L]	Residual Risk Score [IxL]		
1	The draft policy on which consultation is based represents a significant policy change which may be complex for some of those consulted to understand particularly more vulnerable groups	2	4	8	A consultation plan has been developed which allows for interaction in a variety of formats to encourage all applicants etc to engage with	1	1	2	Consultation will seek to include all know support groups for vulnerable client groups (eg Homestart & Age UK)	April 2013
2	The consultation method is not accessible to all parties who require consultation	2	2	4	Consultation will be undertaken in a variety of ways including drop in sessions and seminars and over a number of weeks to allow for maximum opportunity to participate	1	1	2		

3	The consultation period will be resource intensive possibly resulting in below target performance during the consultation period	1	3	3	The staffing resource will be split between day to day activity and consultation activity to limit the impact	1	2	2		
4	The consultation responses are inconclusive on key issues	1	1	2	Consultation documentation and support to be as informative as possible with all staff supporting the consultation appropriately trained.	1	1	2	Final policy approval will be made in line with democratic process	September 2013
5	Consultation on the draft policy reveals that it contains elements that are inequitable across some equality strands	2	2	4	An initial legal view will be sought prior to consultation to establish the legality of the draft Any significant issues raised during consultation will be addressed prior to approval and implementation	1	1	2	Use a specialist advisor where necessary to mitigate any unreasonable impact	June 2013
6	Managing expectation of customers with regard to the implementation of the revised policy both positive and negative	2	2	4	Clear implementation timetable included as part of the consultation process	1	1	2		