



Risk/Issue Log (Light Touch)

Project Title :	Well-being Objective Action Planning and implementation	Sponsor :	Adam Hill
Project Manager:	Suzy Richards	Date Created:	Updated 20/01/2019
		Version Number:	4

ID	Subject	Risk/ Issue	Description	Proposed Action	By When	RAG Status	Open/ Closed
01	Action Plan agreement within groups June 2018	Issue	The scheduling of meetings and allocation of step and action leads has led to delay in the setting of objectives	<p>All groups are to be reminded of the need to draft objectives by July. This might be reinforced by organisational leads.</p> <p>Update Oct 2018 – Status paper with options scheduled at Core Group for decision</p> <p><i>Update Jan 2019 – Draft individual action plans in place and in many cases being actioned – however formal sign off subject to completion of governance review</i></p>	June 2018	Red	Open
02	EasyRead Version of the Well-being Plan June 2018	Issue	This was commissioned for 3 rd May however the process has led to delays.	<p>Regular updates will continue to be requested. It is hoped to be delivered by July. Translation will then be required.</p> <p><i>Update Oct 2018 – No ETA or additional available, potential supplier issues, direction is sought from Core Group</i></p> <p><i>Update Jan 2019 – New supplier appointed, draft agreed and</i></p>	July 2018	Green	Open

ID	Subject	Risk/ Issue	Description	Proposed Action	By When	RAG Status	Open/ Closed
				<i>translation etc. to be complete by Feb.</i>			
03	Participation limited to 'usual suspects' June 2018	Risk	There is no mechanism to communicate the action planning process so opportunities to participate are restricted.	In order to meet the aim of involving unusual suspects - the Action Planning Checklists requires Leads to consider who else could be involved or where existing practice can be supported <i>Update Oct 2018 - Status paper decisions will set context for options to address issue</i> <i>Update Jan 2019 – Being addressed via governance review</i>	July 2018	Amber	Open
04	Capacity to deliver our ambitions June 2018	Risk	All organisations are impacted by austerity so finding the resources to deliver will be challenging	Prompt and regular reporting on this risk so it can be mitigated where possible via partnership working. <i>Update Oct 2018 – Status paper decisions will set context for action</i> <i>Update Jan 2019 – being addressed via governance review</i>	April 2019	Red	Open
05	PSB General Capacity June 2018	Issue	Chris Sivers is leaving, leaving a strategic and operational gap. Co-ordination support ends in September seriously impacting PSB capacity.	Mitigations include handover arrangements and pursuing options for funding future support <i>Update - Oct 2018 The new Deputy CEO will take on SC role, the PT co-ordinator role has been funded until Mar 19.</i> <i>Update – Jan 2019 Deputy CEO in place, Co-ordinator in place until Mar</i>	September 2018	Green	Closed

ID	Subject	Risk/ Issue	Description	Proposed Action	By When	RAG Status	Open/ Closed
06	Statutory Annual Report Oct 2018	Risk	The PSB has a duty to report on progress towards improving well-being and the steps it is taking to do so.	Ensure Objective leads are engaged in completing action planning checklist and reporting on progress and lessons learnt <i>Update – Jan 2019 – Being addressed but dependent on accountability issues being addressed by governance review</i>	May 2018	Amber	Open
07	Membership and selection of Chair Oct 2018	Issue	The membership and Chair is overdue for annual review	Select chair and review membership at next Core Meeting <i>Update -Jan 2019 – Membership being addressed via governance review</i>	Summer 2018	Amber	Open
08	Review of Governance Oct 2018		The PSB has committed to a Review of Governance on completion of the Local Well-being Plan	Schedule a Review of Governance <i>Jan 2019 – Steering group established, Governance Review in progress, initial draft review to be discussed at PSB Core</i>	Following completion of the LWP	Amber	Open
09	Regional Funding Bid Oct 2018	Risk	Funding can be clawed back if objectives are not met	Continued monthly monitoring of activity Gantt and Trello Board supported by an evidence file <i>Jan 2019 – Scheduled activities delayed due to needs of partners. Alternative plans developed and subject to agreement/implementation.</i>	April 2019	Amber	Open
10	Additional items/projects/activities	Risk	Ad hoc and unanticipated items have the potential to divert focus from the implementation of the well-being Plan and overfill agenda	Clarity over the roles and responsibilities of sub and delivery groups/leads could enable a 'management by exception' approach	Ongoing	Amber	Open

ID	Subject	Risk/ Issue	Description	Proposed Action	By When	RAG Status	Open/ Closed
	Oct 2018		diverting attention from core business	where autonomous groups report to the Core Group only where necessary enabling the Core to focus on projects requiring their intervention <i>Update – Jan 2019 – Being addressed via governance review</i>			
11	Streamlining Oct 2018	Risk	The Local Well-being Plan is an ambitious wide-ranging long term plan not everything has to be implemented in Year 1.	Ensuring actions are staged over actions over the short, medium and long term will ensure <i>Update – Jan 2019 – Being addressed via governance review</i>	Ongoing	Amber	Open
12	New ways of working Oct 2018	Risk	Workshops and other dynamic means of debate are not currently possible within the support framework	Consider alternative/innovative mechanisms as part of the review of governance. <i>Update – Jan 2019 – Being addressed via governance review</i>	Ongoing	Amber	Open
13	Deputation and quoracy Oct 2018	Risk	The Future Generations Commissioner has identified a national 'slippage' in attendance by leaders. This is perceived as 'moving away from leadership from the front' if replacements lack decision making powers	Deputies and substitutes if in possession of decision making powers and permanently in control of a brief can make more consistent well-informed decisions. Update and core member substitute records to ensure quoracy. <i>Issue identified and mitigated –see above</i>	May 2018	Green	Closed
14.	Objective lead Accountability	Issue	Several Objective Leads have left post or responsibility is not clear, In some areas Step rather than Objective Leads are appropriate given the disparate nature of steps	<i>The Governance Review is addressing this issue and Chair and Vice Chair meeting Leads to agree responsibilities.</i>	Jan 2019	Amber	Open

ID	Subject	Risk/ Issue	Description	Proposed Action	By When	RAG Status	Open/ Closed
			within an objective –where groups are forming or co-ordination is more appropriate				