

Risk Matrix LEAP Eco-procurement Project

This matrix assess the risks associated with Leicester City Council being the accountable body for the LEAP project.

	Risk	Likelihood	Severity Impact	Control Action
1	Failure to follow 'Standard Administrative Provisions' resulting in the commission withdrawing support for the project. Ineligible expenditure	low	high	A member of the Environment Team has attended a 3-day course on EU Project Management and a 1day workshop organised by DEFRA and the LIFE UK monitoring team. Legal Services are incorporating 'Standard Administrative Provisions into Partnership Agreements. All partners will be briefed at the initial project meeting about financial reporting requirements. There will be no advance funding to partners. Funding to partners will only be made after delivery of the service with sufficient evidence being supplied. We will explore the feasibility of requiring invoices to be certified by partners' internal accountants.
2	Partner withdrawing from the project	low	low	All partners have signed a technical and financial commitment which was submitted with the application to Commission. Legal service are drawing up 'Partnership Agreements' and all partners will be required to sign one before receiving any funding. Partners withdrawing at an early stage can either be replaced in total (we are aware of other agencies who would be interested in joining the project) or the work could be divided between remaining partners. The Government's national procurement strategy and the interest of SOLACE are providing a national agenda for eco-procurement and so we anticipate that in this context, other UK partners will be attracted to the project. We intend to draw up a reserve list of partners that can be called on should this risk materialise.
3	Failure to achieve outputs or produce deliverables	low	medium	The project will appoint a project manager, part of whose role will be to ensure that the project runs to the agreed timetable and reaches milestones and produces deliverables as outlined in the project application. The legal agreements being drawn up by legal services includes a clause which allows the city council to place the work elsewhere, if the partner fails to fulfil their obligations. A clause will be included for the liability of any loss of grant to fall on partners responsible, rather than on the city council.
4	Failure to maintain EMAS registration	low	low	Loss of EMAS registration would not jeopardise the project, as long as a commitment to maintaining (an un-registered) environmental management system and improving our environmental performance continued.
5	Cost overruns	low	low	Most of the expenditure incurred relates to staff. Each task has been costed and regular monitoring will be taking place to ensure good budget management.
6	Slippage	low	low	Payment is made on completion of project outputs, after submission of interim reports, rather than in relation to financial years. The project plan timetables for the production of the interim and final reports.