

**Report to:** Management Committee 27<sup>th</sup> February 2020

**Prepared by:** Robert Calvert – Property Services Manager

**Subject:** Notes to maintenance Risk Register and Risk Update at February 2020

**Purpose of Report**

The purpose of this report is to provide contextual updates to the risks and controls in the Association’s Maintenance Risk Register appended to this report. The last update was undertaken in June 2018.

**Summary:**

		<b>Net Risk Scores</b>	<i>Number of risks</i>
Net risks lowered since last assessment	<b>6</b>		
Net risks increased since last assessment	<b>6</b>	<b>Risk level low 1-9</b> Existing controls sufficient	<b>12</b>
No change to net risk score	<b>3</b>	<b>Risk level medium 10-19</b> Controls may require review	<b>5</b>
New risks added to register	<b>2</b>	<b>Risk level high 20-25</b> Controls may be inadequate	<b>0</b>
Risks removed from register	<b>0</b>		

**Notes**

	<b>Net Risk Scores</b>
<b>1. 30 Years Since Rehabilitation</b> The Association insurance in place to cover the office in this event and all flats are insured. Disaster recovery plan should be drawn for guidance as to procedures in the event of a disaster which will then reduce impact.	<b>12</b>
<b>2. General Fabric</b> The main element of the general fabric of the building is the stonework – this also includes controlled entry, windows and the common close and back court areas. This item scores high in our assessment due to the points noted in the table. I have also increased the net impact to match the gross impact from our last assessment – I have amended these figures throughout this re-assessment to ensure the gross and net impact are the same.	<b>12</b>

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| <b>2a.</b> | <b>Roof Condition</b><br>I feel it is more advantageous to have roofs as a standalone component of the building. The Associations roofs are checked on an annual basis during the gutter cleaning contract. We are more accurately able to predict upcoming issues or major repairs due to this pro-active approach.   | <b>8</b>  |
| <b>3.</b>  | <b>Uneconomical and inefficient repair commissioning</b><br>Good procurement strategies and effective project management have allowed us to lower the risk for this item   | <b>6</b>  |
| <b>4.</b>  | <b>Mixed tenure property</b><br>We continue to manage this risk with our strategies, however there are many occurrences within mixed tenure properties which are out with the control of the association. .  | <b>16</b> |
| <b>5.</b>  | <b>IT inadequacy or failure.</b><br>We are currently engaging a consultant to examine existing IT systems and make recommendations for the future. I have amended this item to equalise the gross and net impact.  | <b>4</b>  |
| <b>6.</b>  | <b>Procurement Reform.</b><br>Very similar to item 3 above we have very tight controls around our procurement policy to negate risk – we have also employed Consultants to assist and increase our knowledge levels.   | <b>8</b>  |
| <b>7.</b>  | <b>CDM (Construction Design and Management Regulations).</b><br>All contractors should be aware of these regulations. However we ensure the small contractors/single trades are informed when there are situations when carrying out works for the association where they may be affected by the regulations. I have amended this item to equalise the gross and net impact. | <b>8</b>  |
| <b>8.</b>  | <b>Contractors: Capability, capacity, viability and integrity.</b><br>Tendering policy and procedures are in place, pre and post inspections are carried out, monitoring of contractors costs/performance and collecting satisfaction surveys all assist in reducing this risk.  | <b>8</b>  |
| <b>9.</b>  | <b>Unable to achieve legislative compliance:</b><br>Keeping abreast of legislative changes, complying with regulation and guidance and ensuring necessary human and financial resources are made available. I have amended this item to equalise the gross and net impact.   | <b>8</b>  |
| <b>10.</b> | <b>Ineffective communication</b><br>Internal system checks and team meetings – learning from customer comments, observations and complaints and aiming for continual improvement. I have amended this item to equalise the gross and net impact.   | <b>8</b>  |

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| <b>11.</b> | <b>Personal Safety</b><br>Staff vigilance – safety equipment & equipment checks. I have amended this item to equalise the gross and net impact.  | <b>8</b>  |
| <b>12.</b> | <b>Access to properties to conduct business and fulfil responsibilities.</b><br>I have amended this item to equalise the gross and net impact.   | <b>6</b>  |
| <b>13.</b> | <b>Gas Safety</b><br>Recent internal audit confirmed a well-managed effective system I have amended this item to equalise the gross and net impact.  | <b>10</b> |
| <b>14.</b> | <b>Fraud</b><br>Procurement procedures in place for works. Tendering procedures adhered to and authorisation controls on all contractors invoices. Continual monitoring -                          | <b>4</b>  |
| <b>15.</b> | <b>All Contractors GDPR/FOI</b><br>All contractor have signed an addendum - Staff awareness Training and review of practices to ensure compliance in partnership with DPO.                         | <b>6</b>  |
| <b>16.</b> | <b>Enhanced Fire Protection Systems</b><br>New risk added 2020 – Ensuring continual monitoring of Contract – access to properties with a similar approach methodology to that used for gas safety. | <b>10</b> |