

Risk Assessment

CSP
Prepared by
Reviewed by
Approved by
Month
Year

MSP
Director
Compliance & Scrutiny Group
Board
Jun
2018

Likelihood
1 = Unlikely
2 = Possible
3 = Very Likely

Impact
1 = Relatively insignificant
2 = Minor
3 = Significant
4 = Serious
5 = Severe impact on objectives, catastrophic

Risk rating
1 - 9 Programme / Project level management
10 - 14 Director level management
15 Board level Management

Recommended Risk Owner
Director / Strategic Leads monitoring
Compliance and Scrutiny Group
Compliance and Scrutiny, Board, Funder



Risk Category	No	Potential Hazard	Likelihood	Impact	Risk Rating	Impact on Business	Risk Owner	Current Controls in Place	Additional Action to be Taken	Likelihood beyond control measures	Impact beyond control measures	Risk Rating beyond control measures	Direction of travel	Persons Responsible	Progress Review / date for completion
Governance & Management	1	Liverpool City Council 'Host' requests MSP to cease current arrangements	2	5	10	No access to local government pensions, significant redundancies costs, no access to economies of scale HR, Finance, procurement, cash flow	Compliance & Scrutiny Group	Six weekly KIT meeting in place with the 'host' Director and permanent position on MSP Board Signed agreement with 'Host' and Sporting England on behalf of MSP MSP Governance Framework 2017-2022 approved by Board which is compliant with Code of Good Governance 35% of staff employed through Charity on behalf of MSP		1	5	5	↓	Compliance & Scrutiny Group	Mar
	2	Lack of added value from Board Members	1	4	4	Lack of leadership Reduced profile and support with MSP team, partners and funders	Chair & Director	Board Members skills matrix up dated annually Board balanced score card in place - monitored six monthly Succession model in place	Board effectiveness development day	1	4	4	↔	Director	Sep
	3	Conflict of interest at board level	2	3	6	Decisions unduly influenced	Chair & Director	Conflict policy as part of Governance Framework 2017-2022 Annual declaration of interest forms completed by all Board Members Conflict of interest recorded at each Board Meeting, action notes publicly displayed on www.merseysidesport.com		1	3	3	↓	Director	Ongoing
	4	Capacity on MSP Core Team	2	5	10	Targets and outcomes not met	Board	Annual review of staffing structure against contractual outcomes and financial cash flow Employment of capacity as required and funding determined	Development product pipeline to increase income	1	5	5	↓	Director	Mar
	1	Unable to maintain administration target between 5-6% of total Sport England funding	2	4	8	Not fulfilling contractual conditions	CSG & SLT	Prudent budget management Continue to review and implement operational efficiencies	Grow non-Sport England income	2	4	8	↔		
	2	Lack of communications / campaigning across Liverpool City Region	2	5	10	Lack of profile and brand equity	Senior Leadership Team	Rebranding completed Website in transition	Increase capacity in events to release Marketing expertise - review and implement milestones to be	1	5	5	↓	Senior Leadership Team	Sep
	3	Failure of IT systems	2	4	8	Inability for staff to carry out job effectively Loss of information and data	Senior Leadership Team	MSP back up policy in place		2	4	8	↔	Senior Leadership Team	Ongoing
Financial	1	Deficit in cash forecast till 2021	2	5	10	Restructure and down size staffing structure Loss of jobs Reduced ability to secure new opportunities	CSG & SLT	Income generation target set for 2018-2019, 2019-2020, 2020-2021 Product developed to increase income 3 year funding secured in principle from Sport England	Further products in pipeline	2	5	10	↔	CSG & SLT	Jan
	2	Poor budgetary controls and financial reporting	1	5	5	Overspending Undermine cash flow	CSG & SLT	Clear processes and procedures in place for audit, budget monitoring and management in line with LCC financial regulations documented in MSP Governance Framework 2017-2022 (MSPGF22). Audited accounts published on www.merseysidesport.com	Quarterly accounts reported to Board as per MSP GF22	1	5	5	↔	CSG & SLT	Jul
External Environment	1	Unforeseen changes of national / local policies and priorities (change in Government)	2	5	10	Potential loss of core funding from Sport England and creditability as a network	CSG & Board	Effective engagement, advocacy and influencing at National Level	Increase non-Sport England funding	2	5	10	↔	CSG & Board	Ongoing
	2	Lack of commitment / engagement from key partners and quality of delivery	3	4	12	Inability to deliver the partnerships strategic outcomes can be compromised due to inconsistency of effective	Board	Stakeholder analysis and priorities in place aligned to strategic framework 2022 Comprehensive balanced score card 2017-2022 in place to monitor value created through effective engagement and collaboration	Shared outcomes and value created through communications methods	2	4	8	↓	Board & SLT	Ongoing
	3	Capacity within local partners teams to deliver	2	5	10	Quality of output and risk to end user	Senior Leadership Team	Service level agreements in place with partners Ongoing monitoring of performance Additional support and resources where needed Initial contact with local authority partners	Diversification of delivery partners	2	3	6	↓	Senior Leadership Team	Ongoing
	4	Lack of added value from County Sports Partnership network (CSPN) to MSP	3	4	12	Weakened network of 43 CSP's across England	Board	Effective engagement with CEO of CSPN regarding value creation required		2	4	8	↓	Chair & Director	Sep
Legal & Compliance	1	Failure to implement Health & Safety policies within the office	1	5	5	Injury to staff	Senior Leadership Team	Effective management Health & Safety at Work Act Health & Safety procedure Accident book processes Compliance of electrical testing, fire safety testing		1	5	5	↔	Core Team	Ongoing
	2	Failure to implement Health & Safety policies at sports events	1	5	5	Injury to participants and spectators	CSG & SLT	Risk assessments for sports events completed Qualified emergency services at major events		1	5	5	↔	Core Team	Ongoing
	3	Legal action arising relating to health & safety liability	2	5	10	Damage to public image of MSP	CSG & SLT	Risk registers at each event Host Authority legal and insurance place		1	5	5	↓	CSG & SLT	Ongoing
	4	Incidents relating to safeguarding and welfare of children and vulnerable adults	2	5	10	Damage to public image of MSP	CSG & SLT	Advanced Child Protection and Welfare standard in place		1	5	5	↓	CSG & SLT	Ongoing