

td - Risk Register (WORKING DOCUMENT)

EVEL INDICATOR



NO	RISK IDENTIFIED	RISK LEVEL	RISK FACTOR	SUMMARY OF RISK IDENTIFIED	ACTION REQUIRED TO MITIGATE THE IDENTIFIED RISK
1	WBC - PROGRAMME OF MAJOR WORKS COMMUNAL EXTRACTOR FANS	HIGH	Communal Extractor Fan Section 20 Major Works, deferred due to responses from Residents to the Notice of Intention (NOI).	Information pertaining to when WBC will provide further information on the Scope of Works and consultation with Residents.	WBC to provide update on alternative Scope of Works and in addition to consider Phasing each of the Major Works by allowing a 3 year gap between each of the Programmed Major Works. This will allow the Residents of Goulden House to respite and adequate time to recover financially.
2	Fire Risk Assessment (FRA)	HIGH	Fire Risk Assessment (FRA) was undertaken in 2016 and expired in 2020.	WBC have stated on email dated 23/10/2020 and on 09/06/2021 "that there is not a definitive date when the FRA will be carried out but they will be undertaken sometime in the future".	WBC to provide date on when the overdue Fire Risk Assessment (FRA) will be undertaken on site. Estate Manager has updated the WBC Riskbase with regards to the overdue Fire Risk Assessment (FRA). Update: GH waiting on date from WBC when the FRA will be undertaken on site.
3	WBC - PROGRAMME OF MAJOR WORKS LIFT REFURBISHMENT (H114, H115 & H116)	HIGH	Full Lift Refurbishment is scheduled to take place in The Spring of 2022, this may be subject to change as falling under the Section 20 Major Works process.	The Full Refurbishment of Lift H114, H115 & H116 needs to include the costs already paid by the Residents via their Service Charges, which was in excess of £70k, and related to the Emergency Repairs to Lifts H114 & H115.	WBC to ensure that the already charged amounts for Lift H114 & H115 are taken into account when the Major Works commences.
4	WBC - REPLACEMENT OF INTERCOMS	MEDIUM	Intercoms have already been surveyed by WBC in April 2021. Goulden House await the findings from the Survey.	Goulden House Co-Operative Ltd are waiting on WBC to provide the findings from the survey.	The Survey of the Intercoms by WBC confirmed that the Intercoms are Obsolete. The Estate Office sourced a temporary solution by placing a Digital Pad in Block B, where Residents Mobile Numbers are uploaded to the Digi Pad under their specific Flats (With the consent of Residents) and access can be provided via Mobile Phones to their Visitors/Deliveries etc. WBC to give consideration to the placement of Digital Pad in Block A and Block C, the latter, would alleviate the need for Section 20 Major Works to be undertaken in the 2 years, thus this will ease off the Financial restraint on Residents. Update: WBC have deferred the replacement of the Intercoms and have confirmed that the £300,000 allocated has been ringfenced for Goulden House. Estate Manager to engage with WBC on an annual basis and advise on the operational capacity of the Intercoms.
5	FLAT ROOF (POTENTIAL DEFECT)	HIGH	Documentation provided to WBC, FAO Martin Stack (Building Maintenance Manager) and we are waiting on his findings from the documentation provided.	Goulden House Co-Operative Ltd are waiting on WBC's Findings/Recommendations.	Provision of £15,000 ring fenced against this work in 2020/21 Budget and action required. With WBC to provide GH with their instruction/recommendation based on the Documentation provided to them.
6	THE LIGHTING INFRASTRUCTURE	HIGH	Lighting infrastructure requires upgrading in order for the Emergency lighting Drain Test to be undertaken.	No monthly Drain Test can be undertaken to Emergency lighting Drain Test to be undertaken.	WBC have completed the Survey pertaining to the Emergency lighting and lighting distribution on Site on 14th of April 2021. GH are waiting to be issued with the Survey. WBC were on site on Tuesday 30th November to access the costs based on the survey which was undertaken earlier this year. WBC will provide further details in due course.
7	STAFFING	MEDIUM	GH Estate Office is currently under staffed and has been since 25th March 2020.	Due to Covid-19 Pandemic and the reduction in the necessary Staff until 1st of October 2021. The Estate Manager is currently undertaking the Role of Estate Manager and that of Office Administrator during what is an Exceptionally Busy period.	GH will legally be in a position to recruit by the 1st of October 2021. The Estate Manager on Thursday the 8th of July emailed the GHMC for authorisation to increase the Finance Officer's hours by additional day per week to reduce the risk pertaining to Health, Safety and Wellbeing of the Estate Manager. The Management Committee supported this decision and Finance Officer commenced the additional hours on 12th July 2021. Office Administrator has been recruited and commenced her employment with GH on 29th November.
8	SENIOR STAFF ABSENCE	HIGH	Business continuity	GH currently employ an Estate Manager, Finance Officer and will recruit an Office Administrator on the 1st of October 2021. In the absence of the Estate Manger whether it be due to illness, Finance Officer takes responsibility for the site and will be assisted from the 1st of October 2021 with an Office Administrator and vice versa.	Training is necessary for both the Finance Officer and the Office Administrator, which will ensure the continuity of the business in the event of Significant illness, etc;
9	FIRE DOOR REPLACEMENT SURVEY	HIGH	A number of Leaseholder Flat Doors were found to be non-compliant to Fire & Smoke Regulations, the risk was identified by WBC in 2016.	WBC issued letters to all Leaseholders in 2018 advising that their Flat Doors needed to be Fire & Smoke Compliant.	The Health & Safety tendering process has commenced for the selection of appropriate Health & Safety Surveyor. The WBC is aware of this and is fully supportive of this task and WBC agreed to cover the cost of Survey. Survey of the Leasehold Flat Doors instructed and will take place over a period of 4 days (13,14,15 and 16 December).
10	EXTERNAL REDECORATION (MAJOR WORK) 2025/26	HIGH	Estimated Cost of External Redecoration to GH	WBC have estimated the cost of Major Works to the External area of the Site in 2025/26 will be in excess of One Million pounds.	Goulden House Co-Operative Ltd require breakdown of how WBC have estimated this amount be One Million pounds (Breakdown required).
11	REPAIRS BUDGET BEING EXCEEDED	HIGH	Exceeding Budget limits	We have a designated Maintenance Allowance from Finance Officer has placed a red flag on the Maintenance WBC. The Maintenance Allowance allocated by WBC will not be Exceeded due to the monitoring measures in monthly basis via the Monthly Management Reports.	Allowance provided by the WBC and is monitoring this closely on a place since 2019/20 budget.
12	GOVERNANCE	HIGH	Recruitment of Management Committee Members	Any Resident can put themselves forward to become a Management Committee Member, it is imperative that compliance and this will be undertaken via appropriate Training and the regular review of the Code of Conduct itself within Management Committee Meetings. GHMC members have possession the appropriate understanding of the Code of Conduct and the operation of the Co-Operative, thus increased from £500 to £1000 as per GHMC decision.	This risk is the responsibility of the Governance to ensure its Management Committee Members who put themselves and the regular review of the Code of Conduct itself within Management Committee Meetings. GHMC members have possession the appropriate understanding of the Code of Conduct and the operation of the Co-Operative, thus increased from £500 to £1000 as per GHMC decision.
13	MISAPPROPRIATION OF FUNDS	LOW	Due to the Robust policies and procedures implemented by the current Estate Manager in compliance in 2019 as a result of a failed WBC Audit, the findings of which provided Goulden House Co-Operative Ltd with overall rating of "No Assurance", the risk level stands at Very Low.	Due to the existing Procurement Policy and robust compliance to the Policies and Procedures.	Continued robust compliance to the Policies and Procedures.
14	PERFORMANCE OF OPERATIONAL & GOVERNANCE ACTIVITIES	MEDIUM	Performance of Operational and Governance	The Governance adheres to the Code of Conduct and Estate Manager and the Chair of Goulden House Management of the site in order to ensure the successful Management of Goulden House Co-Operative Ltd, both Governance and Operational Management must work in unison within their designated and legal parameters.	The Estate Staff adhere to the operational management Committee to closely monitor this risk.