

# Project Risk Register

Project Number and Name : 60593530 Campbelltown FPS - Detailed Design and Procurement

Last update 28/01/2021

No.	Risk Title	Risk Description (actual or potential)	Date Created	Before Mitigation			Mitigation	Actionee	Action Update	Date of Update	After Mitigation			Date Closed
				Likelihood	Consequence	Risk Level					Likelihood	Consequence	Risk Level	
<b>EXAMPLES (delete, edit or add risk items as applicable to the project, including this row):</b>														
1	Government Restrictions	COVID19 travel/work restrictions impact on programme and cost. Remote working requirements have been extended beyond what was originally anticipated increasing time associated with preparation of drawings, models etc. based on remote IT constraints and requirement for network licences . May impact critical path.	10-Apr-2020	Probable	Moderate	High	Monitor updates on guidance from government and other organisations proactively try and prepare and reorganise other activities to bring forward tasks that are not restricted. Work on local discs where possible and back up to network at regular intervals. Try and maintain schedule of software updates. Where issues are identified raise early to client and review programme/risk register more regularly now COVID impacts are becoming more tangible.	ABC/AECOM	Ongoing	18-Jan-2021	Likely	Moderate	Medium	
2	Scheme confirmation	FPS rejected during formal process of getting scheme confirmation	10-Apr-2020	Unlikely	Moderate	Medium	Scheme has now progressed to through SG approval for deemed planning, and notice of confirmation is to be issued shortly. 6 week period for appeal, via sheriff, technical grounds. Confirmation that scheme is now operative through legal process	ABC/AECOM	Closed	18-Jan-2021	Rare	Moderate	Low	01-Nov-2020
3	Landowners	Access	10-Apr-2020	Possible	Moderate	Medium	Early dialogue to pick up any issues, manage the process.	ABC	Ongoing		Possible	Minor	Low	
4	Landowners	Mitigation agreement relating to individual property - challenge to delivery	10-Apr-2020	Possible	Moderate	Medium	Continue with dialogue and early identification of any issues to allow for resolution to be worked through	ABC	Ongoing		Unlikely	Minor	Low	
5	Landowners	Compensation - Not reaching agreement/Costs	10-Apr-2020	Possible	Moderate	Medium	Process to be followed with statutory fall back position. Agreement likely but cost is uncertain?	ABC	Ongoing		Unlikely	Moderate	Medium	
6	Ground Investigation	Uncertainty around ground conditions (final design and cost)	10-Apr-2020	Likely	Major	High	Ground investigation being carried out to understand ground conditions and inform design/cost estimate. Some degree of residual risk associated with ground works.	AECOM/Causeway	Closed - Site work was able to recommence following relaxing of COVID-19 restrictions and completed	18-Jan-2021	Unlikely	Moderate	Medium	22-Sep-2020
7	Ground Investigation	Delay due to COVID restriction, impact on programme	10-Apr-2020	Probable	Moderate	High	GI work being carried out to understand ground conditions and inform design. Completion required to confirm and mitigate risks. Communication to get contractor on site as soon as restrictions allowed.	AECOM/ABC/Causeway	Closed - Site work was able to recommence following relaxing of COVID-19 restrictions and completed. First draft Factual GI report received from Causeway 18th Sept. Limited information received prior to this limiting ability to progress design. Has affected critical path on programme	18-Jan-2021	Possible	Moderate	Medium	22-Sep-2020
8	Scheme cost	Cost estimate beyond above current estimates and potentially above available funding	10-Apr-2020	Possible	Major	High	Cost review will be prepared after after detailed design and business case updated to increase confidence. Current estimate is based on outline design with optimism bias.	AECOM	Ongoing		Possible	Moderate	Medium	
9	Topographical Survey + MH Survey	Delay due to COVID restriction, impact on programme	10-Apr-2020	Probable	Moderate	High	Monitor and update programme and identify specific risks - Identify opportunity to utilise package of info when available	AECOM	Closed - topo survey was able to commence	18-Jan-2021	Probable	Minor	Medium	08-Dec-2020
10	Ecology	Survey calendar and COVID restriction	10-Apr-2020	Possible	Moderate	Medium	Monitor and seek advice from appropriate authorities - some indication that there may be relaxations based on travel restrictions and risk. Careful Health and Safety planning to allow staff to carry out fieldwork.	AECOM	Closed - ecological surveys were able to be carried out within season.	18-Jan-2021	Possible	Minor	Low	01-Aug-2020
11	Ecology	Protected species (additional requirements). Findings of EclA indicated requirement some bat boxes, surveys of trees prior to construction and Japanese Knotweed was highlighted as a key risk.	10-Apr-2020	Possible	Moderate	Medium	Biosecurity management plan to be drafted by ecologists for Japanese Knotweed management. Recommendation from EclA around timing of works etc. Awareness of requirements for further bat survey/bat boxes	AECOM	Ongoing	18-Jan-2021	Possible	Minor	Low	
12	CAR Licence	Obtaining CAR licencing within timeframes required	10-Apr-2020	Possible	Major	High	Early preparation and dialogue with SEPA	AECOM	Ongoing		Possible	Moderate	Medium	

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13	Utilities	Utilities clashes (General) and diversion works required - additional scope/cost	10-Apr-2020	Possible	Major	High	Early dialogue with Utilities, review of information, slit trenching, manhole survey and topo survey to locate/ verify as much as possible (Utilities schedule being prepared for tracking and management). Further engagement with utilities to try and gain more detailed plans.	AECOM	Ongoing - investigations carried out so far have not given suitable degree of certainty on location of services around SuDS pipework. Currently having targetted conversations with utility providers. GPR Survey in targeted places would help derisk .	18-Jan-2021	Likely	Moderate	Medium	
14	Utilities	Delays due to lengthy discussions	10-Apr-2020	Possible	Moderate	Medium	Early and appropriate dialogue with Utilities. AECOM communications have pushed for formal C3/C4 quotes	AECOM	Ongoing	18-Jan-2021	Possible	Minor	Low	
15	Utilities	Unknown route of historic culvert along Witchburn road	10-Apr-2020	Likely	Moderate	Medium	Still some uncertainty. Location picked up in slit trenching and can now review to avoid this route. Likely to require flagging in contractor procurement to be highlighted as a risk item. Mark on new drawing to highlight risk.	AECOM/ABC	Ongoing	18-Jan-2021	Possible	Moderate	Medium	
16	Utilities	Significant SSE and SW services around Glebe Street and Dell Road - may be significant work to divert which impacts cost benefit ratio	10-Apr-2020	Likely	Moderate	Medium	Early dialogue with Utilities, review of information, slit trenching, manhole survey and topo survey to locate/ verify as much as possible (Utilities schedule being prepared for tracking and management). Further engagement with utilities to try and gain more detailed plans.	AECOM	Ongoing - investigations carried out so far have not given suitable degree of certainty on location of services around SuDS pipework. Currently having targetted conversations with utility providers. GPR Survey in targeted places would help derisk .	18-Jan-2021	Possible	Moderate	Medium	
17	Utilities	Utilities within Millknowe storage area (protection/relocation likely to be required) - Cost	10-Apr-2020	Likely	Moderate	Medium	Slit trenching, manhole survey and topo survey has helped to verify main services.	AECOM	Ongoing. Some uncertainty around SW assets - no response through formal channel so will engage asset planner with options for sewer diversion and to verify watermain locations. Power cable to be considered in line with seepage analysis to determine way forward	18-Jan-2021	Likely	Moderate	Medium	
18	Burnside Carpark	SuDS proposals versus councils plans for Burnside car park area - risk is that one or the other is compromised. If scope expands risk to programme and cost.	10-Apr-2020	Possible	Moderate	Medium	Early dialogue with council officers to understand their requirements and constraints upon delivery of SuDS element (set objectives early). Initial landscape concept for discussion prepared to enable ABC to provide steer on objectives moving forward i.e. at present work is like for like and would require significant additional time and cost to develop a public realm focused design in this area	ABC	Ongoing	28-Jan-2021	Possible	Minor	Low	
19	Changes to a scheme post-approval (Planning)	Requirement to change an aspect of the scheme (e.g service clash or change in built environment)	10-Apr-2020	Possible	Moderate	Medium	No provision within FRM (Scotland) Act 2009 or its 2010 Regulations that dela with changes post-post approval. Need to consider nature of the change. Change management to be considered, identified and documented by Local Authority - Local Authority can advance change by agreement within a FPS. Where change affects multiple parties this would become more complex. Where agreement is not reached it is considered unreasonable that a LA cannot proceed with that change if it has followed a reasonable approach to consulting with affected parties and mitigating any adverse effects on them and the environment.	AECOM/ABC	Ongoing - spoken to ABC Planner and understand process for material and non-material changes	28-Jan-2021	Possible	Minor	Low	
20	SuDS Elements	Less dialogue and consultation on this (potential impact on overall scheme cost benefit if scaled back)	10-Apr-2020	Possible	Moderate	Medium	SuDS restricted to council land to mitigate impacts on residents		Ongoing		Possible	Minor	Low	

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21	PFR	Ability to deliver this successfully, resident uptake ( potential impact on overall scheme cost benefit if scaled back)	10-Apr-2020	Possible	Moderate	Medium	Engagement with homeowners. Discuss in further detail requirements and establish mechanism for delivery and maintenance (checking reputational and legal implications)	AECOM/ABC	Ongoing	12-Jan-2021	Possible	Minor	Low	
22	SuDS Elements	Working in narrow streets - may require streets to be closed of during construction phase, disruption to local traffic and residents (potential negative feedback)	08-Aug-2020	Possible	Moderate	Medium	Keep ABC roading team involved in design development phase, communicate intentions early and seek advice for any issues identified	AECOM/ABC	Ongoing		Possible	Minor	Low	
23	CAR licencing	SEPA Costs for licencing fees	08-Aug-2020	Probable	Minor	Medium	Dialogue with SEPA indicate that the cost will be between £6,500 - £9,500 (Should be included in overall summary of project costs)	AECOM	Closed - Once costs are allowed for, this does not constitute a risk		Probable	Insignificant	Medium	01-Sep-2020
24	Council Committee Meetings (dates)	If meeting dates are missed or project cannot be brought before committee for other reasons this will impact upon programme. 2no. Key milestones for updating council with business case	08-Aug-2020	Possible	Moderate	Medium	Keep track of programme, through monthly meetings. Liaise with ABC officers to identify issues early to understand implications. If necessary have risk reduction meetings	AECOM/ABC	Ongoing - monitor and communicate any issues identified		Possible	Minor	Low	
25	Wall finish (Industrial estate)	Potential wall finishes to be considered and communicated to affected parties, in good time, as this has potential to raise concerns and differing opinions	01-Sep-2020	Possible	Moderate	Medium	Consider early in detailed design process, utilise council to articulate views - engage with affected/interested parties and ABC planning team. Keep discussions informal until construction stage as this condition of planning is inflexible	AECOM/ABC	Ongoing - keep dialogue informal until construction stage	28-Jan-2021	Unlikely	Minor	Low	
26	Topographical Survey + MH Survey	Delays in receiving topo and MH survey from subcontractor	26-Jul-2021	Probable	Major	High	Communication with contractor led by ABC to push on receipt of info. AECOM to review information when received for suitability.	ABC	Closed - Original date for receipt was 15th May . Final data not received until 8th December. MH needed to be redone also given insufficient information provided	08-Dec-2020	Possible	Moderate	Medium	18-Jan-2021
26	Ecology	If programme is pushed out and 18 months have passed in EcIA surveys (July 2020) surveys need to be redone	28-Jan-2021	Possible	Moderate	Medium	Continue dialogue with in house ecologists around timing for any re-survey works and if this can be captured as pre-commencement surveys. Highlight a milestone date in programme. EeCOW required as part of construction to monitor.	AECOM	Ongoing	18-Jan-2021	Possible	Moderate	Medium	
29	Tree presevation	Risk to ineffective discharging planning condition 6 - Requirement of planning condition to produce tree preservation plan and how we mitigate against tree loss	28-Jan-2021	Likely	Moderate	Medium	Tree survey to be carried out to understand root protection surveys and what trees can be saved. Plans for compensatory planting to be developed	AECOM	Ongoing	28-Jan-2021	Unlikely	Minor	Low	
30	No returns to construction tender	Increase to programme if there are no returns to original tender which may be increased by pushing ground risks to contractor. Potential 3-6 months on to programme	02-Feb-2021	Likely	Major	High	Option A contract provides best balance to prevent full risk of variation in groundworks on client whilst not pushing fully onto contractors and detracting from bids	AECOM/ABC	Ongoing	02-Feb-2021	Unlikely	Major	Medium	
31	SEPA commutations/approvals	SEPA subject to cyber attack on Christmas Eve 2020 significantly impacting their systems and communications. Indication this may require 6 month period to return to operation not including backlog. This may result in programme delay or cost particularly if hard copy application is required.	28-Jan-2021	Probable	Major	High	We have carried out early engagement around CAR licencing and generally around the scheme itself. ABC to use role in flood risk stakeholder groups to gain an understanding of interim processes for different approvals. Mainly CAR licence that will be affected as deemed planning has been granted	AECOM/ABC	Ongoing	28-Jan-2021	Unlikely	Moderate	Medium	
32	Deemend Planning	Time out of deemed planning consent in effect for 5 years from 27th April 2020	28-Jan-2021	Unlikely	Major	Medium	Review timeframe and programme at regular intervals and highlight potential for any significant delays	AECOM/ABC	Ongoing	08-Dec-2020	Rare	Moderate	Low	
33	BT cables where Dalaruan culvert is crossing at A83 service entire town.	High penalty associated with damage of £300K	28-Jan-2021	Possible	Major	High	Having early dialogue with Open Reach and engaged them to carry C3 design. Highlight as risk to contractor to be considered in pricing	Contractor/ABC	Ongoing	28-Jan-2021	Possible	Major	High	
34	PFR contacts	Added difficulty in PFR engagment with having to consult remotely and obtain contact details reducing update in scheme	28-Jan-2021	Likely	Moderate	Medium	Utilise land searches to identify home owners. Engage with local councillors to encourage engagement. Utilise comms channels with known owners to identify others.	ABC	Ongoing	12/01/2021	Possible	Moderate	Medium	
35	Resourcing	Challenges in resourcing associated with emergency works or home schooling/child care commitments during COVID-19 lockdown	28-Jan-2021	Likely	Moderate	Medium	Raise issues with client at early stage and review programme	AECOM	Ongoing	20-Jan-2021	Possible	Moderate	Medium	
36	Materials	Risk of increased material costs associated with more remote location and Brexit impacting business case	28-Jan-2021	Likely	Moderate	Medium	Cost review will be prepared after after detailed design and business case updated to increase confidence. Current estimate is based on outline design with optimism bias.	AECOM	Ongoing	20-Jan-2021	Possible	Moderate	Medium	

