

**Risk Criteria:**

1. Is an equality impact assessment required?
2. If required have you undertaken an equality impact assessment?
3. What are the key milestones (maximum 5) and at which milestone does delivery of the saving currently stand?
4. How reliant is delivery of the saving on external factors?
5. How will you go about managing this saving to ensure it is delivered?
6. How resilient is the service to staffing issues (e.g. if posts are cut, would sickness absence be a risk)?
7. Are there any costs associated with the saving that have not been factored in (e.g. has increased fly tipping been taken into account in proposed additional income from bulky waste charges)?
8. Have you ensured that your service managers understand the requirements to deliver these specific savings and what they involve?
9. Is the delivery of the saving dependant upon re-engineered processes and procedures? If so how much progress has been achieved in designing appropriate new processes?
10. Does the saving include deletion of posts within the establishment? If this post was not previously filled permanently will this impact on the Services ability to meet the Corporate Vacancy Factor?
11. Will delivery of the saving present any cross cutting issues within the organisation? If so have these been communicated as necessary and appropriate management action taken?
12. Will delivery of the saving impact directly on a partner organisation? If so has this been communicated and appropriate action taken?
13. Is the delivery of the saving at risk as a result of potential savings that may take place in partner organisations?
14. Will the delivery of the saving result in the organisation not meeting its statutory/legal duties?
15. What are the potential risks to service delivery and meeting service objectives? What steps have been taken to mitigate these risks?
16. Will the delivery of the saving be limited by further worsening of the current economic climate?
17. Does the achievement of the forecast correlate with the current year outturn forecast?

18. Where an option proposes the generation of additional income, has customer resistance and external competitor response been factored in? Has a planned response to potential competitive reaction been determined?
19. Does the saving link to any existing saving/efficiency option? Has the existing saving been achieved?
20. Are the identified risks captured in your risk register? Could any of the risks have a strategic impact and therefore need to be added to the strategic risk register?
21. Are you frequently monitoring the risks, making adjustments to mitigation plans and escalating significant changes as necessary?
22. Does the saving involve Restructuring?
23. Have you completed Phase 1 of the restructuring policy?
24. Have you completed Phase 2 of the restructuring policy?
25. Have you completed Phase 3a of the restructuring policy?
26. Have you completed Phase 3b of the restructuring policy?
27. Have you completed Phase 4 of the restructuring policy?
28. Have you completed Phase 5a of the restructuring policy?
29. Have you completed Phase 5b of the restructuring policy?
30. Have you completed Phase 5c of the restructuring policy?