



**Directorate/ Project Risks: Co-operative Working Agreement**

Ref	Risk Title and Description	Risk Owner	Service Workstream Area	Current Measures in Place to Manage Risk	Current Risk Score			What else do we need to do / Further actions required to manage the Risk	Responsibility for Action	Date for completion of Action(s)	Target Risk Score			Business plan/ project priority
					Impact	Likelihood	Total				Impact	Likelihood	Total	
	Financial risk. Increasing demands and cost beyond the financial envelope of the co-operative working agreement. Risks include: - public health grant allocation - increasing management fees within services - increase in NHS staff pay increases - Costs of additional elements outside of service specifications. Re-tender for ICT system for SH - Demand for service, SH online testing	SWBH Trust: Sandwell LA - Public Health	Best Start in Life: Vision Screening; Integrated Sexual Health Service	- monitor and regularly review staffing costs at the HV performance board. - Breakdown of management costs to be provided to the Co-operative Working Board and reviewed. - Both parties to negotiate and agree management cost percentage. - identify tender options for new ICT system - provide quarterly monitoring updates on activity relating to online testing	3	1	3	- Review financial envelope of the cooperative working agreement to ensure we can maintain the provision until 30 March 2027. - Remove Infection Prevention Control Doctor from CWA. Currently £4,000 per year part funds an Infection Control Doctor post in Microbiology. This is not in scope with health protection mandate of the DPH and PH role. The evidence from the last two years of funding has not demonstrated value for money, therefore it has been proposed that this element should be removed from the CWA, with 12 months notice period as per termination clause within the agreement.	SWBH Trust: Sandwell LA - Public Health	Ongoing	3	1	3	

**Directorate/ Project Risks: Integrated Sexual Health**

Ref	Risk Title and Description	Risk Owner	Service Workstream Area	Current Measures in Place to Manage Risk	Current Risk Score			What else do we need to do / Further actions required to manage the Risk	Responsibility for Action	Date for completion of Action(s)	Target Risk Score			Business plan/ project priority
					Impact	Likelihood	Total				Impact	Likelihood	Total	
	HIV Late Diagnosis (first diagnosed in the UK) proportion of HIV infections diagnosed late increasing from 54.2%	Hargal Tiwana (SWBHT); Dr Sivanan (SWBHT); Talisha Sterling (SWBHT); Natasha Sharma (SWBHT); Sophie Pagett (SWBC); Maura Flynn (SWBC)	Integrated Sexual Health Service	Opt-out policy now in place in commissioned service and in West Midlands. Participation by Sexual Health Project Manager in Birmingham's Fast Track cities to use learning from process elsewhere. Online testing improving HIV testing. Outreach activity with vulnerable groups.	3	3	6	Improved communication on knowing own HIV status and ease of testing. Develop ongoing, innovative communicators to promote testing using World AIDS Day and HIV Testing Week as platforms. Work with online testing provider to encourage early testing.	Hargal Tiwana (SWBHT); Dr Sivanan (SWBHT); Talisha Sterling (SWBHT); Natasha Sharma (SWBHT); Sophie Pagett (SWBC); Maura Flynn (SWBC)	Ongoing	3	2	6	
	Out-of-area spend - budget assigned to out-of-area activity will not cover activity	Hargal Tiwana (SWBHT); Sophie Pagett (SWBC); Maura Flynn (SWBC)	Integrated Sexual Health Service	Improving home-testing to reduce footfall in all out-of-area services. Improved outreach engagement.	3	3	6	Analysis of out-of-area data to understand outward flow. Increase online and in-service face-to-face provision.	Hargal Tiwana (SWBHT); Sophie Pagett (SWBC); Maura Flynn (SWBC)	Ongoing	3	2	6	
	ISH CWA contract - costs will go over assigned budget	Hargal Tiwana (SWBHT); Sophie Pagett (SWBC); Maura Flynn (SWBC)	Integrated Sexual Health Service	Regular monitoring of finances. Increase in online activity versus more expensive face-to-face appointments.	4	3	12	Better understanding of staffing costs and overheads.	Hargal Tiwana (SWBHT); Sophie Pagett (SWBC); Maura Flynn (SWBC)	Ongoing	3	3	9	

**Directorate/ Project Risks: HV and Best start in life**

Ref	Risk Title and Description	Risk Owner	Service Workstream Area	Current Measures in Place to Manage Risk	Current Risk Score			What else do we need to do / Further actions required to manage the Risk	Responsibility for Action	Date for completion of Action(s)	Target Risk Score			Business plan/ project priority
					Impact	Likelihood	Total				Impact	Likelihood	Total	
	Service unable to recruit to Health Visitor posts	SWBHT / SLA	Health Visiting	Ongoing recruitment, student placement spaces available, high number due to retire over the next twelve months, staffing reviewed annually. Crossworking across the teams is reviewed regularly to ensure contacts are undertaken and families are supported (Sandwell).	3	3	9	Action plan in place, different roles within the service being established to support caseloads, pilot project to re-employ retired Health Visitors on a part time basis being explored. Action plan discussed as part of the performance management reviews.	Yvonne Copeland (SWBHT) and Cindy James (SMBCC)	Ongoing	3	2	6	
	Delivering against Health Visitor KPIs	SWBHT / SLA	Health Visiting	To allow service to complete the five universal key performance indicators (contractual, newborn, 6-8 week contacts, 12 month and 2 - 2.5 years development checks) a low staffing SOP has been issued to extend the window of time to deliver these contacts to local families. How contacts are delivered is being explored. This is reviewed on a regular basis through performance meetings.	3	3	9	SOP reviewed regularly and reported as part of the performance management review.	Yvonne Copeland (SWBHT) and Cindy James (SMBCC)	Ongoing	3	2	6	
	Support Family Hubs deliver of the Infant Feeding Workstream	SWBHSLA	Health Visiting	A new universal infant feeding contact to be offered to new parents. Additional staff to be recruited to support offer, working in collaboration with the wider Family Hubs Start for Life infant feeding workstream.	3	3	9	Contingency plan in place if staff are unable to be recruited, roles and programme of work to be reviewed in collaboration with the Workstream lead for Infant Feeding.	Yvonne Copeland (SWBHT) and Cindy James (SMBCC)	Progressing	3	1	1	

**Directorate/ Project Risks: Child Vision Screening**

Ref	Risk Title and Description	Risk Owner	Service Workstream Area	Current Measures in Place to Manage Risk	Current Risk Score			What else do we need to do / Further actions required to manage the Risk	Responsibility for Action	Date for completion of Action(s)	Target Risk Score			Business plan/ project priority
					Impact	Likelihood	Total				Impact	Likelihood	Total	
1	The provider fails to achieve the agreed outcomes due to low service user engagement	SWBH	Vision Screening	Outcome targets are based on outputs and need for the existing contract and will be agreed with the successful provider at the start of the contract period. PH Commissioners will support the Provider to establish partnerships with relevant networks for referral pathways and promotion. Contract monitoring meeting dates will be agreed at the beginning of the contract period and the Provider will be expected to submit outcome dashboard and narrative reports in advance for review. Contract monitoring meetings provide opportunity for PH Commissioners, Procurement and the Provider to raise and discuss concerns. The Provider will be aware that PH Commissioners are available to discuss concerns between Contract Monitoring meetings.	3	2	6	If necessary, PH Commissioners and Procurement will support the Provider to develop a Performance Management Plan (PMP). Meetings will be scheduled at regular intervals between Contract Monitoring Meetings in order for the Provider to give regular update on the PMP.	PH Commissioners/ Procurement/ Provider	As necessary				
2	Provider Staff sickness and/or turnover impacts on the delivery of the contract	SWBH	Vision Screening	The Provider will be expected to report on staff capacity throughout the contract duration via the Contract Monitoring Meetings to ensure it does not effect delivery. The Provider will be expected to have robust risk assessments in place at the commencement of the contract that will mitigate for staff sickness and turnover.	3	1	3	If necessary, PH Commissioners and Procurement will support the Provider to develop a Performance Management Plan (PMP).	PH Commissioners/ Procurement/ Provider	As necessary	3	1	3	
3	Data breach or data loss during the contract period	SWBH	Vision Screening	The Provider is expected to submit evidence of their information governance and data protection processes and policies to prevent potential data breaches and losses as part of their IT submission. The Council has robust data protection and information governance policies in place to reduce the risk of data breaches and data loss. The Council's Legal policies and procedures are in place to protect the local authority from such operational risks, and legal powers can be drawn upon as necessary where the risk to the authority is high/substantial. The Provider is expected to have the necessary level of professional liability insurance to cover any costs associated with potential data breaches or loss of data.	4	2	8	The Provider is expected to report any potential data breaches as a priority to the Commissioners and Procurement to ensure a timely and appropriate response is taken. In the event of a potential data breach, the Commissioners will report to the Information Governance Team as per Council policy and procedure to investigate the breach.	PH Commissioners/ Procurement/ Provider/ Information Governance/Legal	As necessary	4	2	8	

**Directorate/ Project Priority**

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