

Appendix A - Risk Template

Service Area: Elections						
Likelihood is scored on a scale of 1 to 5 with 5 being high. For description and definition of likelihood scores see page 10 of the Risk Management Policy						
Impact is scored on a scale of 1 to 5 with 5 being high. For description and definition of impact scores see pages 10 and 11 of the Risk Management Policy						
Multiply the likelihood score by the impact score and arrive at a total score with the highest being 25.						
(traffic light system, anything above 15 is red, 6 to 14 amber and 1 to 5 green.)						
No	Risk description	Impact	Inherent risk score	Measures to mitigate risk	Residual risk score	Risk owner
	<p>Implementation of the Elections Act 2022</p> <p>If key policy details are not confirmed and secondary legislation not published in adequate time, the Returning Officer will be unable to implement the Elections Act 2022. This could result in Voter ID not being successfully introduced and confusion about which postal votes can be included. Some voters may be dis-enfranchised leading to a lack of confidence in election results.</p>	<p>Any elections taking place might be undermined.</p> <p>The democratic legitimacy of the Council might be undermined hindering its ability to fulfil its role as a partner, enabler and leader under the One Coventry Plan.</p> <p>The returning Officer may struggle to deliver the elections they have personal responsibility for.</p> <p>The risk of challenge by petition after the election will be higher.</p> <p>Without more information the necessary systems, including software, cannot be implemented and training cannot be provided.</p>	<p>Likelihood Score</p> <p>5</p> <p>X</p> <p>Impact Score</p> <p>5</p> <p>Total Score</p> <p>25</p>	<p>There will be extra money from the Government for implementation, but this will not be ring fenced and will only cover costs associated with Voter ID not additional election costs.</p> <p>A One Coventry approach is being taken in order that the wider Council can provide necessary support.</p> <p>The Electoral Commission will undertake much of the Communication, but the Returning Officer needs to consider the demographics and harder to reach parts of the electorate and the support that they will require.</p> <p>There will be a review of polling stations to see which ones are suitable and unsuitable.</p> <p>Job roles for election staff will be updated to provide clarification on what is required and to assist in arriving at the correct fee.</p>	<p>Likelihood Score</p> <p>4</p> <p>X</p> <p>Impact Score</p> <p>5</p> <p>Total Score</p> <p>20</p>	Chief Executive

		<p>Certain groups are more likely to be disadvantaged than others, resulting in increased inequalities.</p> <p>Polling staff will have greater responsibilities, including challenging voters about their ID and including and excluding the postal votes. This may result in recruitment issues for polling station staff.</p> <p>Postal votes might be rejected incorrectly due to a lack of communication or understanding.</p> <p>Not all polling stations are suitable because they will require privacy areas. There may be insufficient polling stations.</p>		<p>The Electoral Services Manager is part of the Business Change Network facilitated by the Cabinet Office and consequently is very well informed.</p>		
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