

**Report to:** STAR Joint Committee  
**Date:** 9<sup>th</sup> August 2017  
**Report for:** Decision  
**Report of:** Business Improvement Manager

## **Report Title**

**STAR Risk Register**

## **Purpose**

The purpose of this report is to:

- Provide an update on the Corporate Risk Register for STAR Procurement
- Advise Joint Committee members of movement/changes in risk items
- Advise Joint Committee members of any new risk items added to the register, or risks proposed to be removed from the register

## **Recommendations**

- Joint Committee notes the content of the Risk Register provided and approves the changes highlighted in this report

## **Contact person for access to background papers and further information:**

**Name:** Mark Pearson  
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## **Background**

Financial Impact:	None
Legal Impact:	None
Human Resources Impact:	None
Asset Management Impact:	None
E-Government Impact:	None
Risk Management Impact:	Subject matter of the report comprises the current risk management status for STAR Procurement
Health and Safety Impact:	None

## **Consultation**

No public consultation required

## **Reasons for Recommendation(s)**

The risk register is issued for information and the Joint Committee is asked to approve proposed changes. The Joint Committee will be able to query any aspect of the risk register during the course of the Joint Committee Meeting

### **1. Summary**

- 1.1 In the period, one risk has been downgraded. Mitigation comments have been reviewed and amended where appropriate

### **2. Changes to the Risk Register Entries**

- 2.1 P007 – Income generation opportunities impacting on service delivery  
Risk downgrade; this risk is now addressed in the 2017-20 Business Plan and STAR ensures that additional resources are made available to address income-generation workload to ensure that service delivery is not affected. The recommendation is for this risk to be downgraded

### **3. Recommendations**

- 3.1 It is recommended that the STAR Joint Committee notes the content of the risk register and approves the changes highlighted in this report

## **Appendix 1**

STAR Procurement Risk Register v13 dated 9 August 2017

## Appendix 1: STAR Risk Register



Risk Register

Version: 13

Issue Date: 9 August 2017

Document Owner: Mark Pearson, Business Improvement Manager

Summary				Risk Description & Impact			Preventative Actions		
ID	Date Raised	Status	Type	Description of risk / impact	Prob (1-3)	Impact (1-3)	Score (P x I)	Mitigating actions / Countermeasures	Risk Owner
F005	17 Sep 14	On going	Finance	Not able to balance cost savings against "local agenda" aspirations	2	2	4	This risk is addressed in the STAR Business Plan 2017-20. Local spend will be delivered through each of the Five Cs of this Plan and is specifically referenced in Communities. By way of example, a pilot project in Rochdale - 'Buy Local' will be delivered in 2017-18 before being rolled out across Stockport and Trafford	Board / DoP / HoSPs / CMs
P003	17 Sep 14	On going	Process & Resources	STAR Procurement Contract Register does not include all contracting activity	2	2	4	STAR Procurement has obtained influenceable spend data from each Council and has identified on- and off-contract spend with the top 300 suppliers for each Council. Combined with budget holder/stakeholder identification, STAR category managers are now better positioned to identify contracts missing from the STAR Contracts Register and their new Category Plan implementation will improve contract knowledge and data capture	HoSPs / CMs
C006	17 Sep 14	On going	Comms	Commissioners/Buyers across the STAR Councils do not engage fully with STAR Procurement as required under Contract Procedure Rules	1	3	3	Compliance to be audited by Stockport Council in Q2 (2017-18) in order to identify non-compliance (if any) and an action plan put in place to address any issues highlighted by the audit. STAR will work with Internal Audit to support the planned audit and any action plan arising. This risk is also addressed in the STAR Business Plan through the Risk-Based Sourcing, Simplify and Category Planning work streams	Board / HoSPs / CMs
P011	20 Jun 16	New	Process & Resources	Release of inappropriate freedom of information data. Bidders and potential bidders often request information from tenders to competitors which may compromise both the originating tenderer and the Council's ability to ensure competitiveness in future tender exercises	1	3	3	Tender submissions are stored securely on the Councils' eProcurement Portal (The Chest) and are not accessible by tenderers. FOI Requests for release of such information are reviewed by the Business Improvement Manager, with DoP and Board Member (or authorised representative) review prior to release in critical cases. In addition, STAR maintains strong links with the Information Governance Teams in each Council and, with the assistance of STAR Legal, continues to review case law governing this matter	BIM
F010	7 Jan 16	On going	Finance	STAR Procurement is not able to deliver against the income generation target	1	2	2	STAR Procurement has reviewed all current Service Level Agreements (SLAs) with existing partner organisations and is introducing quarterly reporting to those partner organisations, demonstrating value derived. The STAR Business Plan has a 'Growth' work stream, but growth may not necessarily lead to increases in income as STAR Procurement proactively works to become the 'Procurer of Choice' and therefore 3rd party work and income will be monitored	DoP / HoSPs
P009	7 Jan 16	On going	Process & Resources	Changes in legislation impacting on both procurement and local authorities	1	2	2	Horizon scanning to plan policies and strategies in advance. Liaison with regional partners and stakeholders to ensure parity of approach and shared learning. Incorporation of best practice from UK Government and Local Government Association advice, policy notes, codes of practice and Regulations into the STAR Procurement Quality Management System. STAR to keep a watching brief on "Brexit" negotiations and potential legislation changes arising in respect of local government procurement	DoP / HoSPs / BIM
P012	2 May 17	On going	Process & Resources	Increase in FOIRs directed at each Council's Procurement function combine to increase workload for STAR Procurement in responding and meeting deadlines	1	2	2	STAR Procurement continues to seek advice on best practice from STAR Legal in respect of FOIR responses. STAR will identify common themes and consider increasing the extent of procurement information released through the Data.Gov.UK local authority transparency website in order to reduce repetition. As spend data and contractual spend becomes more accurate, robust and readily available, this will ensure time taken to compile responses is reduced significantly	BIM / STAR Legal

Summary				Risk Description & Impact			Preventative Actions		
ID	Date Raised	Status	Type	Description of risk / impact	Prob (1-3)	Impact (1-3)	Score (P x I)	Mitigating actions / Countermeasures	Risk Owner
F008	17 Sep 14	On going	Finance	Inability to achieve targets	1	1	1	Targets and benchmarking measures in line with the 2017-2020 business plan are reported quarterly to STAR Board and Joint Committee, savings are ratified on a bi-monthly basis to provide savings certainty	DoP / HoSPs / CMs
P007	30 Sep 15	On going	Process & Resources	Securing and delivering income generation opportunities impacts on STAR Procurement ability to deliver to existing Authorities	1	1	1	STAR continues to recruit fixed-term posts to assist in managing any increased workload from wider partners. This helps to ensure that core focus on STAR Councils remains a priority. In addition, STAR has identified resourcing, governance and financial impacts to address when considering the integration of new partner organisations; DoP and HoSPs will identify such risks and manage separate partner-specific risk registers. The Joint Committee retains ultimate decision-making powers in respect of any new partners	DoP / HoSPs / BIM

**Key**     **Board**     = STAR Board  
              **DoP**        = Director of Procurement  
              **HoSPs**      = Heads of Strategic Procurement (People, Place, Professional)

**CMs**       = Category Managers  
**BIM**        = Business Improvement Manager