

Item 8d Corporate Report - Risk Register

Senior Responsible Owner: Sharon Robson Project Manager: Ian MacArthur Rev (04) Issued (01/07/15)				KEY L = Low (1) M = Medium (2) H = High (3)					
Summary			Risk Description & Impact				Preventative Actions		
ID	Date Raised	Status	Type	Description of risk / impact	Prob L/M/H	Impact L/M/H	Score (P x I)	Mitigating actions / Countermeasures	Risk Owner
PR005	03/04/2015	On going	Process & Resources	Capacity of Senior Management Team	3	3	9	The three Senior Category Managers have left STaR. We have advertised successfully for two of the posts and both roles will be filled by 7th September 2015. We are going back to the market for a "people" services procurement professional. In the meantime we have three members of the team "acting up", this is a good development opportunity for existing staff and whilst they are needing additional support in role they are doing a good job. In order to back fill posts we have had to recruit several interim staff at lower levels within the organisational structure.	DoP
F005	17/09/2014	On going	Finance	Not able to balance cost savings against "local agenda" aspirations	3	2	6	Options appraisal to review/agree objectives and most appropriate procurement strategy. Closer working with clients to understand opportunities, fortnightly review of progress, using contract register to understand when new contracting opportunities are coming up.	DoP / Full team
F009	17/09/2014	On going	Finance	Do not identify and deliver enough savings opportunities.	2	3	6	Work with finance and commissioners to ensure that we deliver greater value through the procurement process. Data interrogation to understand spend patterns and identify new opportunities. Aligned budget savings proposals and STaR savings programme. Robust and proportionate work plan which allocates time to identifying and delivering new savings opportunities.	DoP / Full team
PR003	17/09/2014	On going	Process & Resources	STaR Contract Register does not include all contracting activity	3	2	6	There has been significant progress made in this area as a result of the Transparency Code requirements. This will continue to be an area of focus through 2015. We are using data management expertise to identify gaps and focus STaR team members on completing the data with service managers. Balance Scorecard is focussing all staff on improving data. An internal audit is scheduled in July 2015 to identify issues and address how we can ensure that services are sharing contract information in a timely and accurate manner with STaR.	SCM's / Full team
PR004	17/09/2014	On going	Process & Resources	Delay in agreeing Harmonised CPRs, and scheme of delegation document for all 3 STaR councils	3	2	6	Consultation process is complete and we now need to work on legal drafting and the Procurement handbook. Standardising processes will mitigate risks.	DoP / SCM's / STaR Legal representatives
PRO06	06/07/2015	On going	Process & Resources	Managing change process as a result of introduction of CPRs across 3 x Councils	3	2	6	Training for staff in all 3 Councils. Provision of Procurement Handbook and referring all queries to staff who are able to support people through the change and answer queries	
COM006	17/09/2014	On going	Communications	LA clients do not engage fully with STaR, limiting STaR's ability to deliver against KPIs	1	3	4	Communications continue to improve and are being addressed via a number of activities 1. Customer service training for all STaR staff has been delivered by Stockport Training Team. 2. Continued improvement in STaR intranet site and Procurement handbook 3. Agree comm's plan with the comms team for each of the 3 Councils 4. Training and workshops re. Contract Procedure Rules	DoP / SCM's
S046	17/09/2014	On going	Systems & Tools	ICT systems prohibit / constrain STaR from working across 3 x LA's	2	2	4	Progress is now being made but issues such as access to all 3 intranet sites are still to be resolved. SpendPro conventions to be agreed	DoP / Enablement Team
COM009	17/09/2014	On going	Process & Resources	Standardisation of documentation and processes across the 3 x Councils and STaR team.	2	2	4	Business Improvement Manager to lead on this as part of the development of the STaR Procurement Handbook which will be published in conjunction with Contract Procedure Rules.	DoP / BIM / SCM's
SO47	16/03/2015	On going	Systems & Tools	The Chest is the internet portal which we use to advertise opportunities. It is being re-procured in 2015 and there may be risks of performance issues as a result of any change in source	2	2	4	This risk is shared across AGMA and a full project team have been tasked with mitigating risks. STaR staff members have been fully engaged in the initiation briefings for the new version of the Chest.	AGMA
F008	17/09/2014	On going	Finance	Not able to achieve targets	1	3	3	Base line data to be established and targets set which stretch the team but are achievable. Balanced scorecard is established and we will use this to establish baselines and improve performance against these measures.	DoP / Full team
COM007	17/09/2014	On going	Communications	STaR fails to consider the Corporate Priorities of each 3 STaR councils when carrying out procurement	1	3	3	Social Value training and workshop delivered 10th Jan. and GMCA Social Value Framework to become part of standard operating procedures. There is progress on this issue but the pace of change has to increase. Further engagement and training of STaR staff is ongoing to equip them with the information and skills to ensure commissioners consider and incorporate social value.	DoP / Full team

Key	
	New risk
	Down graded risk
	Upgraded risk
	Stike through
	Propose to remove

Low (L)	1
Medium (M)	2
High (H)	3