

Item 5c Risk Register

Senior Responsible Owner: Sharon Robson
 Project Manager: Robert Anderson
 Rev (02) Issued (06/01/15)

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

Summary				Risk Description & Impact					Preventative Actions	
ID	Date Raised	Raised By	Status	Type	Description of risk / impact	Prob L/M/H	Impact L/M/H	Score (P x I)	Mitigating actions / Countermeasures	Risk Owner
F005	17/09/2014	Robert Anderson	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	Robert Anderson	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	Robert Anderson	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 on it 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.	SCM's / Full team
PR004	17/09/2014	Robert Anderson	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 / Trafford Legal Service
COM006	17/09/2014	Robert Anderson	On going	Communications	LA clients do not engage fully with STaR, limiting STaR's ability to deliver against KPIs	2	3	6	Communications need to continue to improve and will be addressed via a number of activities in the next 3 months 1. Customer service training for all staff 2. Continued improvement in STaR intranet site and links 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	Robert Anderson	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.	DoP / Enablement Team
COM009	17/09/2014	Robert Anderson	On going	Process & Resources	Standardisation of documentation and processes across the 3 x Councils and STaR team.	2	2	4	Senior Category Managers to lead on this over the next 3 months as part of the development of the STaR Procurement Handbook which will be published in conjunction with Contract Procedure Rules.	DoP / SCM's
F008	17/09/2014	Robert Anderson	On going	Finance	Not able to achieve KPI targets	1	3	3	Base line data to be established and targets set which stretch the team but are achievable.	DoP / Full team
PR021	17/09/2014	Robert Anderson	On going	Process & Resources	Work load is not equally distributed throughout 3 x categories and peaks and troughs in demand are not effectively managed	1	3	3	The work plan is mainly constructed around contract end dates and savings opportunities. The KPIs ensure that we focus on achieving these objectives for all 3 councils. We also ask all staff to complete timesheets to demonstrate where resource is being allocated. This currently demonstrates an equitable allocation of resources across all 3 Councils.	DoP / SCM's
COM007	17/09/2014	Robert Anderson	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	DoP / Full team
COM008	17/09/2014	Robert Anderson	On going	Communications	New Transparency requirements are not implemented	1	3	3	Contract Register information now published for all three Council's. Propose upload on monthly basis for first few months as required to complete data set. All other procurement and spend related mandatory requirements will be achieved to schedule (end Jan 2015). Thereafter we will review requirements to publish against recommended transparency proposals.	DoP / Enablement Team

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