






Item 3. d Corporate Report - Risk Register

Senior Responsible Owner: Sharon Robson Project Manager: Ian MacArthur Rev (03) Issued (20/03/15)				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		On going	Process & Resources	Capacity of Senior Management Team	3	3	9	Two Senior Category Managers have handed in their notice. We have advertised unsuccessfully for one role, none of the candidates were appointable. There was one internal candidate and they have been offered an acting up role as a development opportunity and deliver the role in the short term. STaR and Trafford HR are working together to develop a route to recruitment which delivers the calibre of candidate we are looking to attract.	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.	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
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 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	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.	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.	DoP / Full team
PR021	17/09/2014	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	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	On going	Communications	New Transparency requirements are not implemented.	1	3	3	Contract Register information now published for all three Councils. 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

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

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