

Summary				Risk Description & Impact				Preventative Actions	
ID	Date Raised	Status	Type	Description of risk / impact	Prob L/M/H	Impact	Score (P x I)	Mitigating actions / Countermeasures	Risk Owner
P005	3-Apr-15	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 Sep 14	On going	Finance	Not able to balance cost savings against "local agenda" aspirations	3	2	6	Market engagement with local and sub-regional suppliers is being increased in order to connect with companies capable of providing services to the STAR Authorities from within the localities. Training being given to Commissioners in respect of Social Value and the GMCA Social Value policy. STAR Authorities to identify specific Social Value requirements to inform both STAR Procurement and individual Commissioners	DoP / STAR Team
F009	17 Sep 14	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 / STAR Team
P003	17 Sep 14	On going	Process & Resources	STAR Procurement Contract Register does not include all contracting activity	3	2	6	Working through the recommendations provided by a recent Audit of the Contracts Register undertaken by SMBC on behalf of the STAR Authorities. Category Managers are further engaging with Commissioners and also analysing spend data provided by Finance Managers to identify all contracting activity	HoSPs / CMs
P008	30 Sep 15	New	Process & Resources	Ability to recruit and retain suitably qualified staff at all levels	2	3	6	STAR Procurement is developing a 'Grow your own' policy to enable officers within the organisation to progress from Assistants to Officers to Category Managers and beyond. This has recently proven to be a success in terms of promotions within the team and recruitment of suitably qualified and motivated team members; in house and external training course provision will ensure officers maintain CPD and assist in maintaining STAR Procurement's image as an employer of choice	DoP / HoSPs / BIM
S046	17 Sep 14	On going	Systems & Tools	ICT systems prohibit / constrain STAR Procurement from working across the three STAR Authorities	2	2	4	Business Improvement Manager to ensure that these items are resolved by end December 2015.	DoP / BIM
C007	17 Sep 14	On going	Comms	STAR Procurement fails to consider the corporate priorities of each of the three STAR Authorities when carrying out procurement	1	3	3	Team-wide training has taken place in 2015 covering Category Management, Customer Service, Public Contracts Regulations, Social Value and Contract Procedure Rules	DoP / HoSPs / CMs
F008	17 Sep 14	On going	Finance	Not able to achieve targets	1	3	3	Baseline data to be established and targets set which stretch the team but are achievable. Balanced scorecard is established and we will use this to inform future baseline KPIs and improve performance against these KPIs	DoP / HoSPs / CMs
P007	30 Sep 15	New	Process & Resources	Future partner integration impacts on STAR Procurement ability to deliver to existing Authorities	1	3	3	STAR Procurement to undertake early identification of resourcing, governance and financial impacts of any proposed new Partner organisation; SMT lead officer to take responsibility for identifying risks and managing a separate partner-specific risk register	DoP / HoSPs / BIM
S048	30 Sep 15	New	Systems & Tools	New data analyst appointment impacts on effectiveness of data analyst function.	1	3	3	We have recruited to the permanent post and there is a robust and detailed knowledge transfer plan in place. Further the newly appointed Business Improvement Manager is documenting all processes and specifications with the existing analyst before he leaves so that there is a detailed understanding of this function at a senior management level	DoP / BIM
S047	16 Mar 15	On going	Systems & Tools	Risk of performance issues arising from a change of procurement portal provided following AGMA re-procurement of The Chest portal in 2015	1	3	3	AGMA have re-procured the provision of a Procurement Portal for the north west region. The incumbent Supplier (Due North) has been re-appointed and is currently testing an upgraded version of The Chest. Communications in respect of a delay in rolling out The Chest until the end of November 2015 due to commissioning issues is being managed by AGMA and the Supplier	AGMA
C006	17 Sep 14	On going	Comms	Services/Commissioners across the three STAR Authorities do not engage fully with STAR Procurement, limiting ability to deliver against KPIs	1	2	2	Heads of Strategic Procurement are conducting strategic discussions with Services across the STAR Authorities; Category Managers are engaging with Commissioners to ensure visibility of STAR Procurement at officer level within the STAR Authorities	DoP / HoSPs / CMs
C009	17 Sep 14	On going	Comms	Standardisation of documentation and processes across the three STAR Authorities and STAR Procurement	1	2	2	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
P006	6 Jul 15	On going	Process & Resources	Managing change process as a result of introduction of CPRs across the three STAR Authorities	1	2	2	Procurement Handbook will be launched w/c 19 October 2015. STAR-led roadshows in August and September have rolled-out CPR and Handbook training to 150 Commissioners across the STAR Authorities	BIM

KEY:

- = New Risk Added
- = Downgraded Risk
- = Upgraded Risk
- Text = Risk to be removed

- DoP** = Director of Procurement
- HoSPs** = Heads of Strategic Procurement (People, Place, Professional)
- CMs** = Category Managers
- AGMA** = AGMA Procurement Hub