


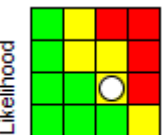

CHB CP City Procurement Detailed risk register EXCLUDING completed actions

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Rows are sorted by Risk Score

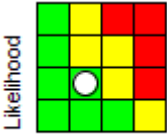
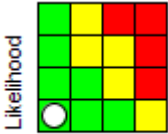

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
CHB CP001 Brexit risk to City Corporation procurement and supply chains	<p>Cause: The UK leaving the EU (Brexit) with no trading deals in place.</p> <p>Event: The result of the Brexit negotiations could have a negative impact on the Corporation's supply chain, both with direct tier 1 suppliers and their sub-contractor network.</p> <p>Effect: Brexit could effect changes to our direct suppliers and their supply chain, impacting negatively on the Corporation. A range of potential impacts are:</p> <ul style="list-style-type: none"> • Regulatory / Legal requirements -existing supply contracts may be impacted by changes in regulation, or legal requirements. • Assurance of Supply - risk that a complete failure in supply of the goods / service (e.g. Carillion) from key suppliers could be felt. • Quality- quality of the goods / service impact due to changes in our Supply Chain. • Service- Service levels be impacted negatively by any changes in the Supply Chain or access to workers, particularly in low skilled categories. 	 <p>Likelihood</p> <p>Impact</p>	12	<p>Crown Commercial Service issued a Procurement Policy Note on 7 March 2019 which was consistent with the advice given on 13 January 2019 by the Cabinet Office.</p> <p>1. No Deal Brexit - in this instance from midnight on 31 October 2019 the existing UK Public Contract Regulations will remain as is but references to EU will revert to UK with current thresholds retained. The main change will be the contract notices will be advertised on a UK only equivalent to EU's TED (Tenders Electronic Daily) service (eTendering platform). The Cabinet Office confirmed that there is a fully tested and functioning portal ready to be launched and the key eTendering providers have already accredited to interface with this new portal</p>	 <p>Likelihood</p> <p>Impact</p>	8	31-Oct-2019	

12-Nov-2018 Christopher Bell	<ul style="list-style-type: none"> • Financial risk -Are any supply changes likely to drive up costs of the Goods / Services/Works in the short/medium/long term. • Sustainability- risk that will change the level of innovation or sustainability of the goods / service/work against expectations? • Workload- Will changes in the Supply Chain cause significant workload to the Procurement/Commercial/Legal teams due to change controls/re-negotiation of terms? 			<p>including our eTendering provider Jaegger.</p> <p>2. Deal Secured - The regulations will stay as current and be phased to UK only legislation by 31 December 2020.</p> <p>3. Extension of Article 50 - The regulations will stay as current until details of a revised transition period are announced.</p> <p>The EU Exit risk assessment by category report developed in conjunction with Efficio Consulting has now been signed off by the Brexit Planning Group and went to Finance Committee 19/02/2019.</p> <p>An approach to key suppliers to request their mitigation plans in relation to Brexit will be conducted at the appropriate time [when we know what is happening - October 2019 or earlier if possible].</p> <p>Finally, the outcome of the Canary Wharf V European Medicines Agency (EMA); the EMA has lost its bid to cancel a lease on its office in London's Canary Wharf financial district due to Brexit, in a landmark ruling that lawyers said could stave off similar such claims by other tenants.</p> <p>27 Jun 2019</p>				Constant
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Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CHB CP001a	Work with London Councils and London Procurement Network to assess key risks by spend category. Sharing information and findings to assist key risks to the Corporation.	Maintaining a watching brief as transitional arrangements are determined.	Christopher Bell	27-Jun-2019	31-Oct-2019
CHB CP001d	Draft a communications plan based on the three likely Brexit scenarios - no deal, extended deal, and deal.	Given the outcome of votes so far in Parliament and no resolution on what the Brexit impact is of yet, no communications to our key suppliers is planned.	Christopher Bell	06-Jun-2019	31-Oct-2019

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CHB CP005a	Annual Sourcing Plan being drafted by City Procurement with input from last year's sourcing plan, departments, contracts register, and waiver reports.	The Sourcing Plan will be circulated to category boards July/August and should go to committee after the summer recess.	Mona Lewis	01-Jul-2019	30-Aug-2019
CHB CP005b	Fill vacancies to bring team back up to full capacity.	Recruitments underway for Category Manager for Corporate Services, Commercial Contract Manager and Accounts Payable Manager.	Christopher Bell	24-Jun-2019	01-Sep-2019

		target and make use of electronic VAT data.			
CHB CP003e	Contract expiry date is end of May 2020 so the procurement exercise is due to kick off later this year. Head of Accounts Payable to set up a working group to review specification and incorporate lessons learned from this contract e.g. reporting and VAT ahead of the tender exercise.	Contract expiry date is end of May 2020 so the procurement exercise is due to kick off later this year. Head of Accounts Payable to set up a working group to review specification and incorporate lessons learned from this contract e.g. reporting and VAT ahead of the tender exercise.	Andrew Lenihan	01-Jul-2019	01-Oct-2019

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CHB CP008 Duplicate Payments paid to our suppliers 14-Jan-2019 Andrew Lenihan	Cause: Instances where the City pays the same invoice twice due to human input errors or system faults. Event: It's been 24 months since our last duplicate payment audit and City Surveyor's have asked us to consider it as they are keen to review utility payments. Effect: The risk that the City pays more than its contracted and budgeted amounts. In addition, there is resource implications due to the unplanned work to redeem credits from suppliers.	 Likelihood Impact	4	A specification is being drafted to appoint a third party to complete a one-off recovery audit. This will produce a report on the assurance of our procedures and recover any duplicate payments. We expect to complete a complete a quote process in July. 27 Jun 2019	 Likelihood Impact	1	01-Nov-2019	 Constant

Action no	Action description	Latest Note			Action owner	Latest Note Date	Due Date
CHB CP008a	Procure a third party supplier to review our payment history and identify possible duplicate payments.	The specification is being written to appoint a third party to complete the recovery audit. We expect to complete a complete a quote process in July.			Andrew Lenihan	27-Jun-2019	15-Aug-2019
CHB CP008b	Recovery audit completed by appointed third party supplier	Progress on this action will commence when third party supplier is appointed.			Andrew Lenihan	07-Jun-2019	12-Sep-2019
CHB CP008c	Recover credits identified as part of the recovery audit.	Progress on this action will commence once the recovery audit has been completed.			Andrew Lenihan	07-Jun-2019	01-Oct-2019

[illegible]

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CHB CP002b	Add the SME flag on a supplier to the Invoice on Hold report to help departments prioritise the receipting of SME purchase orders (POs).	A work order has been requested and logged with the Oracle team.	Andrew Lenihan	07-Jun-2019	01-Oct-2019
CHB CP002f	Before we will consider moving the risk rating downwards we would like to report a full quarter's achievement of the set target.	The SME payment target for 2019/20 was increased to 88% from 85%. April 2019 came in at 87% which did not meet the new target. The Data team will continue to monitor performance for the quarter.	Andrew Lenihan	07-Jun-2019	30-Sep-2019
CHB CP002g	Accounts Payable have implemented an e-Invoicing system capable of processing true e-invoices. The Head of AP to research the impact of an additional resource to lead on communications of that e-Invoicing system to increase throughput.	Accounts Payable have implemented an e-Invoicing system capable of processing true e-invoices. The Head of AP to research the impact of an additional resource to lead on communications of that e-Invoicing system to increase throughput.	Andrew Lenihan	01-Jul-2019	31-Oct-2019
CHB CP002h	To maximise the benefits of our e-invoicing systems, smartforms need to include product codes and additional e-catalogues added to the system.	The Head of Accounts Payable to work with Procurement Operations Manager to review existing smart forms and e-catalogues opportunities.	Andrew Lenihan	01-Jul-2019	31-Oct-2019