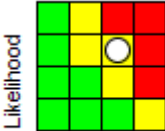
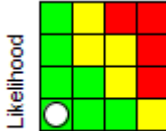



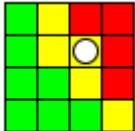
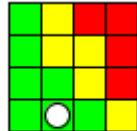

Report Author: Lisa Moore
Generated on: 27 January 2021



Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CHB CP012c	City Procurement SMT to review potential opportunities to reduce budget expenditure.	SMT continues to monitor the budget situation closely. Request to recharge additional resources for Sourcing projects (e.g. ERP and Action Fraud) have been ongoing.	Darran Reid	21-Jan-2021	31-Mar-2021

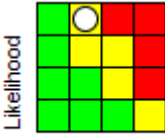
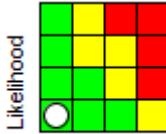

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
CHB CP004 City accelerate delays and impact on income levels 11-Dec-2018 Andrew Lenihan	Cause: City Accelerate uptake has not been as projected Event: 'Go Live' was delayed and there has been limited uptake by suppliers to the offering Effect: Not realising the projected income level opportunities	 Likelihood Impact	12	Supplier report received by CCM from Oxygen. An additional supplier classification (Medium) has been included as an option in CBIS. SMT to meet in February to discuss expectations in the new FY including additional actions in response to the supplier report. 27 Jan 2021	 Likelihood Impact	1		 Constant

Action no	Action description	Latest Note			Action owner	Latest Note Date	Due Date
CHB CP004b	City Procurement management team will conduct review of supplier spend strategy and come up with an action plan.	Supplier report received by CCM from Oxygen. An additional supplier classification (Medium) has been included as an option in CBIS. SMT to meet in February to discuss expectations in the new FY including additional actions in response to the supplier report.			Andrew Lenihan	21-Jan-2021	01-May-2021
CHB CP004g	CCM to rebase the projected savings based solely on contacts that qualify i.e. non-grant/concession/income Services and Supplies.	Preparatory work is underway. A meeting will be held in February to agree expectations for FY21/22.			Darran Reid	21-Jan-2021	01-May-2021

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 CP011 City Procurement Resource Pressure	<p>Cause: Reduction in City Procurement resource due to year-on-year savings requirement and the existing moratorium on filling vacancies.</p> <p>Event: The response required for the COVID-19 pandemic and other large unplanned procurements e.g. Action Fraud re-tender and Guildhall Master Plan.</p> <p>Effect: City Procurement does not have the resource capacity to respond to emerging/unplanned projects and/or is unable to deliver core objectives to the standard that is expected.</p>	<p>Likelihood</p>  <p>Impact</p>	12	<p>The reduction in resources has left limited capacity within City Procurement to respond to emerging projects without impacting service KPIs. There are other emerging priorities to the business which will require additional resource that City Procurement does not have.</p> <p>City Procurement continues to carry a number of vacancies including the post of Commercial Director which is expected into the new financial year. Sourcing & Category Management are currently carrying four vacant or frozen positions. Accounts Payable have had to freeze three positions to help reduce budget impacts. The Commercial Contract Management team has one vacant role which is due to be filled internally from 1 February 2021.</p> <p>If this risk is not managed there is an increased likelihood that KPIs for the core services such as payment targets will suffer.</p> <p>City Procurement's SMT continue to hold regular meetings to review the situation and react as required.</p> <p>The target date has been updated to March 2022 as the resource pressure is expected to last through the next financial year.</p>	<p>Likelihood</p>  <p>Impact</p>	2	31-Mar-2022	

22-Apr-2020 Nicholas Richmond- Smith				27 Jan 2021				Constant
---	--	--	--	-------------	--	--	--	----------

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CHB CP011e	City Procurement SMT are currently reviewing the governance and operational set up of the Category Management and Commercial Contract Management teams. This is to fit with the objectives of the new City Procurement strategy and the impending Target Operation Model.	City Procurement SMT have a draft future structure and operating model for City Procurement which now needs to be aligned to principles of the corporate Target Operating Model.	Nicholas Richmond- Smith	21-Jan-2021	01-Jul-2021

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 CP009 Monitoring Corporate Contract Spend 22-Oct-2019 Darran Reid	Cause – There is a weakness in reporting and monitoring of contractual spend data Event – CCM has identified that the current ERP system is set up to track supplier level expenditure and not contract level expenditure Effect. Any issues or inconsistencies with the contract are not identified or proactively mitigated	 Likelihood	8	SMT agreed that “Contract Management Complexity” for each contract should also be assigned a weighting, which will factor into the final CCM Contract Tier evaluation which assigns A/B/C rating. This exercise is due to be finalised in Q4 and a request to implement the technical solution will be issued to the Oracle Team. 21 Jan 2021	 Likelihood	1	31-Mar-2021	 Constant

Action no	Action description	Latest Note			Action owner	Latest Note Date	Due Date
CHB CP009a	AD for Commercial Contract Management and Procurement Operations Manager to work with the Oracle Team to explore options for a report and/or controls which might assist with this issue.	CCM Tiering exercise is due to be finalised in Q4 when a request to schedule the necessary work with the Oracle team is expected.			Darran Reid	21-Jan-2021	30-Jun-2021
CHB CP009b	City Procurement SMT to review process and procedures for maintaining a Corporate Contracts Register.	SMT agreed that “Contract Management Complexity” for each contract should also be assigned a weighting, which will factor into the final CCM Contract Tier evaluation which assigns A/B/C rating. The CCM team are reviewing the qualifying criteria and will finalise the tiering exercise over January/February 2021.			Darran Reid	21-Jan-2021	31-Mar-2021
CHB CP009c	Commercial Contract Management to assure appropriate change controls and spend for contracts is being tracked.	This is contingent on the outcome CCM tiering exercise and portfolio setting.			Darran Reid	21-Jan-2021	01-Jun-2021