

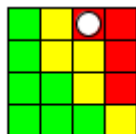
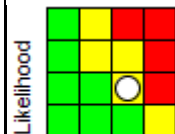

CHB CP City Procurement Detailed risk register EXCLUDING completed actions

Report Author: Darran Reid

Generated on: 28 May 2021

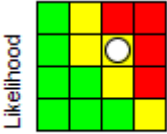
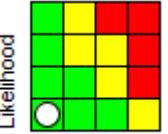


Rows are sorted by Risk Score

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/Risk Approach	Current Risk score change indicator
CHB CP012 City Procurement Budget Pressure 22-Apr-2020 Darran Reid	Cause: COVID-19 pandemic and required response to stop the spread of the disease. Event: The response required for the COVID-19 situation has disrupted normal working practices for City Procurement and the Corporation's supply chain. Effect: Inability to generate income/savings in line with our Fundamental Review submissions.		16	The approved budget for City Procurement for 2021/22 projects total expenditure at £3,095,000. The budget includes for a vacancy allowance of £71,000, unidentified savings of £348,000, and income of £376,000. The total local risk budget is £2,300,000. Mitigations being applied by City Procurement SMT include the holding of vacancies, and officers are seeking to maximise income, in order to fund the deficit of £795,000. 28 May 2021		8	31-Mar-2022	 Constant
							Reduce	

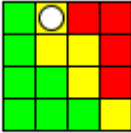
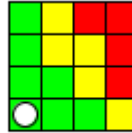

Action no	Action description	Latest Note	Action	Latest Note	Due Date
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			owner	Date	
CHB CP012c	City Procurement SMT to review potential opportunities to reduce budget expenditure.	SMT continues to monitor the budget situation closely. Request to recharge additional resources for Sourcing projects (e.g. ERP and Action Fraud) have been ongoing.	Darran Reid	12-Apr-2021	31-Mar-2022

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/Risk Approach	Current Risk score change indicator
CHB CP004 City accelerate delays and impact on income levels 11-Dec-2018	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	12	City Accelerate uptake has not been as projected. The Assistant Director (AD), Commercial Contract Management, met with our commercial partner to discuss terms of a mutual exit. A mutual exit agreement has not been agreed upon, but the AD will be working to rebase the projected savings based solely on contracts that qualify i.e. non-grant/concession/income Services and Goods. 28 May 2021	 Likelihood	1	31-Mar-2022	Constant
							Reduce	

Action no	Action description	Latest Note			Action owner	Latest Note Date	Due Date
CHB CP004g	CCM to rebase the projected savings based solely on contacts that qualify i.e. non-grant/concession/income Services and Supplies.	Estimates within the current take-up show a forecast of £57k savings from the scheme. SMT continues to explore options for additional benefits including the inclusion of Capital projects.			Darran Reid	12-Apr-2021	30-Jun-2021

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.	<p>City Procurement SMT has a draft future structure and operating model for City Procurement which now needs to be aligned to principles of the corporate Target Operating Model.</p> <p>Next year's sourcing plan is being finalised and any resourcing issues will be highlighted so that projects can be prioritised or resourced.</p> <p>Resource to backfill a full-time resource moved to major projects has been sought, and some temporary resource is being sorted to meet pressures on Construction/Capital projects.</p>	Nicholas Richmond-Smith	12-Apr-2021	30-Sep-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/Risk Approach	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 has been finalised and sent to the Chamberlain for approval w/c 12 April 2021. Once approved a request to implement the technical solution will be issued to the Oracle and Data & Reporting teams. 12 Apr 2021	 Impact	1	31-Dec-2021	 Constant
							Reduce	

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 complete and with the Chamberlain for sign-off. Once approved, a request for work to the Oracle and the Data & Reporting team to set up the supplier sites will commence.			Darran Reid	12-Apr-2021	30-Jun-2021
CHB CP009b	City Procurement SMT to review process and procedures for maintaining a Corporate Contracts Register.	City Procurement CCM has completed the exercise of tiering contracts for services and supplies. 27 are rated Category A. Details of these contracts have been issued to the City Procurement Projects and Data Manager, who will create "sites" for each of these contracts on the Oracle system, which will enable the CCM and Oracle teams to establish budget controls, with work beginning during June 2021.			Darran Reid	28-May-2021	31-May-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	12-Apr-2021	01-Oct-2021