

APPENDIX 2: Risk register

The risk				Original risk score (impact x likelihood)			Managing risk						Risk score once action is complete (impact x likelihood)			
Objective: To develop and deliver procurement activity at the council that maximises the potential for achieving economies of scale at optimum lifetime cost through category management and partnership working.																
Risk ref.	Risk description	Risk owner	Date raised	I	L	Score	Control	Action	Deadline	Responsible officer	Action status	Notes	Month	I	L	Score
1.01	If the GO-5 project impacts on the time available to work on day to day procurement then this will impact on the ability to achieve the set target	Pat Pratley	07/07/10	4	3	12	Reduce	Agree GO-5 expectations. Apply effective time management and allocation of work	Ongoing	Angela Cox	Amber					0
1.02	If the commissioning project impacts on the time available to work on the day to day procurement then this will impact on the ability to achieve the set target	Peter Woolley	07/07/10	4	2	8	Accept	Agree expectations and ensure effective work allocation	ongoing	Angela Cox	Pending					0
1.03	If resources are reduced in the procurement team then the amount of tenders / contracts that can be worked on will be significantly reduced	Angela Cox	07/07/10	4	2	8	Reduce	Ensure the procurement team has enough resources to complete the workplan	Mar-11	Angela Cox	Green	exploring the options for an apprentice for 12 months from Sept 2010				0
1.04	If expected level of support from service areas is not forthcoming then data analysis is compromised which will impact on cashable savings achievable	Angela Cox	07/07/10	4	1	4	Accept	Ensure effective communication with service areas. Flag issues with Services Managers asap.	Mar-11	Angela Cox	Green	Requests for information need to be sent out in a timely manner				0
1.05	If spends cannot be identified against budget codes then this will impact on the cashable element of savings	Angela Cox	07/07/10	4	3	12	Reduce	Continue working with finance and service managers to identify budgets that can be cut	Mar-11	Angela Cox	Amber					0

Risk description:

If.....Then.....Brief description.
Be SMART. Risk to the delivery of an objective.

risk score:

Impact: 1-4
Likelihood: 1-6
Please refer to scorecards

Control:

Reduce
Accept
Transfer to 3rd party
Close

Action status:

On or above target (green)
Action required (amber)
Below target (red)
Complete
Deferred
Cancelled
Pending (not due to start yet)

risk score:

Impact: 1-4
Likelihood: 1-6
Please refer to scorecards