

**APPENDIX 1 - SINGLE HOMELESS OUTREACH & ASSESSMENT SERVICE CONTRACT**

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Agreement of contract terms	Grant funding awarded is not spent on the activity or items it was awarded for	Threat	Terms & conditions for grant awarded not clear.	This will result in the organisation delivering a service that is not strategically relevant for Oxford City council and/or against what we are aiming to achieve.	01/03/2015	Rough Sleeping and Single Homelessness Manager	2	2	2	2			Suppliers have agreed in principle to the draft terms and conditions; meetings have taken place to discuss expectations and SLA's have been shared before hand.	Maintain good working relationship; holding regular meetings with organisations. Closely monitor the quarterly reports	Ongoing		50%	Rough Sleeping & Single Homelessness Manager (Contract Manager)
Contractual Issues	Commissioned organisations unable to deliver service or project they have been funded to deliver	Threat	Loss of other funding to continue delivery or if they deviate away from the aims of the service.	This will result in the organisation being unable to deliver what we have asked them to do; therefore working against our aims/objectives.	01/03/2015	Rough Sleeping & Single Homelessness Manager	2	3	2	3				Maintain good working relationship; holding regular meetings with organisations. Closely monitor the quarterly reports	Ongoing		50%	Rough Sleeping & Single Homelessness Manager (Contract Manager)

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