

Appendix 1

Appendix 1: Risk Register

					Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
Title	Risk description	Opp/ threat	Cause	Consequence			I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Contract Extension	Existing supplier does not agree to contract extension	Threat	Existing supplier does not agree to contract extension	No contract in place for Temporary Staffing	11/06/2020	Business Improvement	4	2	4	1	4	1		Maintain communication with current supplier	02-07-2020	complete	100%	Matt Stevenson
Tender documents 51	OCC Specification	Threat	Delay in finalising OCC specification and subsequently tender documents	Tender process is delayed and contract start date moves back	11/06/2020	Business Improvement	2	3	2	3	2	2		Sponsor to monitor progress and check milestones	15-07-2020	part	80	Helen Bishop
Cost	Multiple contract model	Threat	A model with a selection of suppliers could prove to be more expensive than the current option.	Increased costs to OCC	11/06/20	Business Improvement	2	2	2	2	2	2		A robust procurement process will be carried out to ensure best value is achieved. Negotiation	31/08/20		0	Helen Bishop

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