

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	
75	Breaching Legislation	Supplier fails to adhere to the required regulations, for example regarding lift maintenance.	T	Inadequate employee training or negligence	Very serious health and safety related risk	30/10/2020	Steve Stansfield	5	2	5	1	5	1		There are pass / fail compliance and accreditation questions contained in the tender documentation. Rigorous contract management and monitoring are essential. Contractors must meet competence requirements	28/02/2021		75%	Stephen Clarke, Head of Housing and Property
	Safeguarding	Supplier may need to enter a Council property that has vulnerable people.	T	Property has a domestic stair lift.	Vulnerable persons may be at risk	30/10/2020	Steve Stansfield	3	2	3	1	3	1		Specification requires supplier to be DBS checked. Arrangements for access must be made prior to visit. Help may be required from TMO	28/02/2021		75%	Contract Monitoring Officer (Mark Gibbons)

Tender Award	Failure to award or delay to award the contract	T	Panel cannot agree on scores or Director / Section 151 or the monitoring officer do not agree award recommendation	Council will not comply with legislative requirements and its commitment to site safety.	30/10/2020	Stephen Clarke	3	2	3	2	1	1		Procurement will facilitate moderation and complete a robust tender evaluation award report.	28/02/2021		75%	Andrew Ward, Contracts & Procurement Officer
New contract rates are higher than the allotted budget	Contract rates are higher than the allotted budget	T	There is a need for more remedial works than originally envisaged	The Council would have to increase the budget to meet requirement.	30/10/2020	Stephen Clarke	3	3	2	2	2	2	Some lifts are approaching the end of their service life	A long-term lift replacement programme has been drawn up	28/02/2021		75%	Stephen Clarke, Head of Housing and Property