

Risk Register

Contract in relation to Real Estate Asset Valuations

As at: 24 September 2025

Ref	Title	Risk Description	Opp / Threat	Cause	Consequence	Risk Treatment	Date Raised	Owner	Gross		Current			Target		Comments	Control / Mitigation Description	Date Due	Action Status	% Progress	Action Owner
									P	I	P	I	Score	P	I						
1.00	No bidders	Despite publishing an open tender no bidders submit a tender return.	Threat	Bidders not aware of the upcoming opportunity.	Delays to the appointment of a new firm/firms of valuers could have an impact on the preparation of the year end accounts	Reduce	24-Sep-25	Ted Bowler/Robert Dude	2	4	2	2	4	2	1		Ensure that potential bidders are advised in advance of the upcoming tender and are further notified when the tender	Ongoing			
2.00	Delay in tender	The tender start is delayed	Threat	Delay in drafting and agreeing the form of specification to be used during the tender	Delays to the appointment of a new firm/firms of valuers could have an impact on the preparation of the year end accounts	Reduce	24-Sep-25	Ted Bowler/Robert Dude	3	4	2	2	4	2	1		Work closely with colleagues in procurement and legal to ensure everyone is aware of the project timeline.	Ongoing			
3.00	Delay in tender	The tender start is delayed	Threat	Delay in drafting the form of contract to be used	Delays to the appointment of a new firm/firms of valuers could have an impact on the preparation of the year end accounts	Reduce	24-Sep-25	Ted Bowler/Robert Dude	2	4	2	2	4	2	1		Work closely with legal to ensure that they are aware of the timeline for the tender and respond to any queries quickly.	Ongoing			
4.00	Delay in tender	The tender start is delayed	Threat	Delay due to officer holidays	Delays to the appointment of a new firm/firms of valuers could have an impact on the preparation of the year end accounts	Contingency Plans	24-Sep-25	Ted Bowler/Robert Dude	2	4	2	1	2	2	1		Ensure that there is sufficient officer cover within the tender team	Ongoing			
5.00	Value of bids	The prices returned with tender submissions are far greater than expected and budgeted for.	Threat	Changes to the required work or increased legislation leads to prices being higher than envisaged.	Delays to the appointment of a new firm/firms of valuers could have an impact on the preparation of the year end accounts	Accept	24-Sep-25	Ted Bowler/Robert Dude	3	4	2	2	4	2	1		Review rate cards on existing framework agreements, discuss a potential range of prices with the external consultant	Ongoing			

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