

Risk Register

APPENDIX 1

ID	Date raised	Risk description	Likelihood of the risk occurring	Impact if the risk occurs	Severity <i>Rating based on impact & likelihood.</i>	Owner <i>Person who will manage the risk.</i>	Mitigating action <i>Actions to mitigate the risk e.g. reduce the likelihood.</i>	Contingent action <i>Action to be taken if the risk happens.</i>	Progress on actions
1	24/04/2024	Continued delivery of the service	Low	Medium	Medium	IT Services	Ensure that the procurement of the new service well before the deadline and complete implementation	Business Continuity Plan - put in action	Get the necessary approvals and commence procurement & implementation early
2	24/04/2024	New contract may be expensive	Low	Low	Medium	IT Services	Engage with potential supplier to reduce costs, provide adequate funding, etc.		
3	24/04/2024	Additional work/expenses due to modification may be required for templates.	Medium	Medium	Medium	IT Services	The address position on a majority of Revs and Bens templates approx 500, may need changing depending on chosen supplier, if they do is a manual process which is very time consuming and potentially an extra resource would need to be recruited, this makes that tender not as cost effective.		
4	24/04/2024	Legal challenge Section 72	Low	Medium	Medium	Council	To procure the new contract using the CCS framework		
5	24/04/2024	Unable to complete timescales by November 2024	Medium	High	High	Council	Timescales are very tight to source a new supplier and sign contract - seek advice from legal team		
6	24/04/2024	Roll-out of MFDs delayed due to supply-pain problems	Medium	High	High	Council	Seek advice from legal team.		
7	24/04/2024	Compatibility with files coming out of XL print on demand	Low	Medium	Medium	IT Services	Ensure specification included XL print. Work with new supplier to XL print requirements.		
8	24/04/2024	Increased costs due to inflation and increased volume	Medium	Medium	Medium	Council	Monitor volumes and inflation and plan for budget approval as necessary		
8	24/04/2024	Implementation and transition costs may be high	Low	Medium	Medium	Council	Work with the supplier and ensure costs are kept low		