

<b>Risk Identifier</b>	CR-05
<b>Risk Title</b>	Contract Management

<b>Risk Description</b>	<b>Risk Owner</b>	<b>Directorate Responsible</b>
The council has a number of contracts with external suppliers in place to supply goods and services. If the contracts/contractors are not managed effectively and the contract outputs/deliverables are not monitored it could lead to poor service provision, poor value for money and directly impact our residents health, safety and wellbeing.	Angela Knight	Business, Performance & People

<b>Previous Risk</b>	<b>Current Risk</b>	<b>Risk direction</b>	<b>Cabinet Member</b>	<b>Key Dates</b>
Likelihood    Impact    Score	Likelihood    Impact    Score	Stable	Councillor Lees	Date Registered    6th June 2024
2                    2                    4	2                    2                    4			Last update        1 April 2025

<b>Background</b>	<b>Service Area Affected</b>
The council has negotiated the termination of one of its largest contracts and it shows that historically the contract was not managed effectively which has led to poor delivery and performance. This has highlighted the need for a proactive approach to contract mangement across all service areas and contracts.  There was a lack of information on contracts that the council were engaged with.	All

<b>Triggers</b>	<b>Risk Type</b>	<b>Risk Response Category</b>
Contract performance failure - service delivery poor Supplementing contract services with alternative supplier - poor value for money	Threat	Reduce

Risk Response	Risk Response Actionee	RAG Status	Progress Update	Next Scheduled Update
Perf. Risk and Contract Mgt. team working with Chelmsford to establish a formal contract management policy	Angela Knight	Green	A Contract Mgt Framework has been created and published on the intranet. There were a series of full training workshop delivered to all officers responsible for the procurement of goods and services.  Next stage is to risk rate each contract with contract manager so the correct level of management is in place to align with the risks of the contract	Sep-25
A working and up to date Contract Register to be created	Angela Knight	Green	A dedicated email address and a template for officers to notify of any new contracts awarded to ensure the register is kept up to date. The contract register has been published on the Intranet for all officers to view.  A version of the contract register has also been published on the council website, providing a 'Procurement Pipeline' to allow Businesses to view all the council contracts with values, start and end dates.	Sep-25
Proucurement Review supplier spend and compliance	Angela Knight	Amber	A review of supplier spend and compliance with procurement rules was carried out in July and reported to Cabinet on 5 September 2024 and showed approx. 80% compliance with PCR. Next review is scheduled to be presented to Cabinet on the 8 May 2025	Sep-25

Key for RAG status of risk response	
<b>R</b>	Control is not in place or working or progress has slipped
<b>A</b>	Control is not working efficiently and some challenges remain
<b>G</b>	Control is working or predominantly in hand or completed