

APPENDIX D – Risk Register

TBYS - Extension of IT Services contract to 4th contractual year & re-tender of contract from 2023 Risk Register

Negative Risks that offer a threat to The Bottle Yard Studios and all site users and its Aims (Aim - Reduce Level of Risk)

Ref	Risk Description	Key Causes	Key Consequence	Status Open / Closed	Strategic Theme	Risk Category	Risk Owner	Key Mitigations	Direction of travel	Current Risk Level			Monetary Impact of Risk £k	Risk Tolerance			
										Likelihood	Impact	Risk Rating		Likelihood	Impact	Risk Rating	Date
	Contract with BITC does not get renewed for 4th contractual year (July 22 - June 23)	Cabinet approval to extend to 4th contractual year not awarded.	Inability to provide internet, telephony and IT support to permanent tenants and visiting film production companies. Facilities would not be able to be used resulting in financial reimbursement to clients, breach of contractual terms and potential litigation. The financial and reputational damage of such a scenario would be severe. TBYS would not be able to open the 2nd site in late summer 2022 and BCC may not be able to meet WECA loan repayments for this project.	Open	Commercialisation of assets Wellbeing	High	BCC	Extend IT services contract with BITC to 4th contractual year July 22 - June 23	Up	2	7	14	£2m	2	7	14	Mar-22
	IT services contract cannot be re-procured	Cabinet approval to re-tender the contract from 2023 onwards not awarded	Inability to provide internet, telephony and IT support to permanent tenants and visiting film production companies from July 2023 onwards. Facilities would not be able to be used resulting in inability to develop enquiries and confirm bookings between now and July 2023, financial reimbursement to existing clients, breach of contractual terms and potential litigation. The financial and reputational damage of such a scenario would be severe. BCC may not be able to meet WECA loan repayments for the TBYS expansion project as there would not be any revenue being generated.	Open	Commercialisation of assets Wellbeing	High	BCC	Allocate sufficient resource from procurement and legal colleagues and develop a robust and compliant re-procurement of the IT Services contract during late 2022/ early 2023.	Up	2	7	14	£3m+	2	7	14	Mar-22
	Inability to open TBYS expansion site	No IT services in place to open the Studio facility	TBYS would not be able to open the 2nd site in late summer 2022 and BCC may not be able to meet WECA loan repayments for this project.	Open	Commercialisation of assets Wellbeing	High	BCC	Extend IT services contract with BITC to 4th contractual year July 22 - June 23	Up	2	7	14	£3m+	2	7	14	01/03/2022
	Loss of experienced IT engineer resource	Contract not renewed	Loss of detailed and specialist knowledge of TBYS's bespoke network and IT systems. No onsite IT support to clients.	Open	Commercialisation of assets Wellbeing	High	BCC	Extend IT services contract with BITC to 4th contractual year July 22 - June 23	Up	2	5	10	£50k	2	5	10	01/03/2022
	Poor customer service	No IT services in place to open the Studio facility	Reputational damage and negative word of mouth reviews amongst national and international High End TV sector. Could lead to loss of revenue in future.	Open	Commercialisation of assets Wellbeing	High	BCC	Maintain connectivity , telephony and IT support services to clients	Up	2	5	10	?	2	5	10	01/03/2022