

Committee(s) Port Health & Environmental Services Committee	Dated: 22 September 2020
Subject: Port Health & Public Protection Risks	Public
Report of: Director of Markets and Consumer Protection	For Information
Report author: Donald Perry Department of Markets and Consumer Protection	

Summary

This report has been produced to provide the Port Health & Environmental Services Committee with assurance that risk management procedures in place within the Department of Markets and Consumer Protection are satisfactory and that they meet the requirements of the corporate Risk Management Framework.

Risk is reviewed regularly by the departmental Senior Management Team as part of the ongoing management of operations within the Department of Markets and Consumer Protection. In addition to the flexibility for emerging risks to be raised as they are identified, a process exists for in-depth periodic review of the risk register.

The Department of Markets and Consumer Protection has identified a number of departmental risks. Of these, the most significant risks for this Committee to consider are:

- CR21 – Air Quality (Current Risk: AMBER)
- MCP-PHPP 001 Brexit (Current Risk: AMBER)

Recommendation(s)

Members are asked to:

- Note the report and the actions taken by the Department of Markets and Consumer Protection to monitor and manage effectively risks arising from its operations.

Main Report

Background

1. The Risk Management Framework of the City of London Corporation requires each Chief Officer to report regularly to Committee on the key risks faced by their department.

Current Position

2. This report provides an update on the key risks that exist in relation to the operations of the Port Health & Public Protection Services within the Department of Markets and Consumer Protection. The report also outlines the processes adopted for the ongoing review of risk and mitigating actions.

Risk Management Process

3. The Department of Markets and Consumer Protection risk management is a standing agenda item at the two-monthly Departmental Senior Management Group (SMG) meeting, over and above the suggested quarterly review. SMG receives the risk register for review, together with a briefing note highlighting any changes since the previous review. Consideration is also given as to whether any emerging risks exist for inclusion in the risk register as part of Divisional updates on key issues from each of the Superintendents and Assistant Directors, ensuring that adequate consideration is given to operational risk.
4. Between each SMG meeting, risk and control owners are consulted regarding the risks for which they are responsible, with updates captured accordingly.
5. Regular risk management update reports are provided to this Committee in accordance with the City's Risk Management Framework.

Identification of New Risks

6. New and emerging risks are identified through a number of channels, the main being:
 - Directly by SMG as part of the monthly review process.
 - In response to regular review of delivery of the departmental Business Plan; slippage against key deliverables, for example.
 - Annual, fundamental, risk register review, undertaken by the tier of management below SMG.

The risk register may be refreshed over and above the stated process for review and oversight, in response to emerging issues or changing circumstances.

7. As part of the City Corporation's response to the threat of the COVID-19 virus affecting the operation of services and support for its stakeholders, a command and control structure has been implemented with Gold, Silver and Bronze levels to manage the ongoing situation.

Gold requested that all Silver Groups should develop COVID-19 risks that may affect the departments that report to these groups. These risks are now recorded on the Pentana Risk system.

Guidance has been issued to all Chief Officers to report relevant Silver Group risks to their appropriate service/Grand Committee with the regular risk update reports that committee would receive. These risks are attached as appendix B. Members are asked to note that no target date has been included for the mitigation of each risk given the current uncertainty of the duration of this pandemic.

This approach enables Members to question and seek assurance that departmental COVID-19 risks, held at Silver Group, are being managed and mitigated effectively.

Summary of Key Risks

8. The Department of Markets and Consumer Protection's Risk Register for Port Health & Public Protection Services, attached as Appendix A to this report, includes one Amber (Corporate) risk and one Amber Departmental risk:

CR21 – Air Quality (Current Risk: AMBER)

Cause: Small particulate pollution has chronic health impacts from long term exposure at very low concentrations and is in evidence within the City and central London. There is also a health impact associated with long term and short term exposure to nitrogen dioxide.

Event: Under certain atmospheric conditions there is a higher probability of poor air quality within the City and it is more likely that residents, workers and visitors would suffer the acute consequences.

Effect: The consequences both acute and chronic may include:

An increase in hospital referrals placed upon both emergency services and the NHS for those already suffering from respiratory or cardiovascular conditions (it may also place a strain on City social services).

An increase in deaths, particularly of those already suffering from respiratory or cardiovascular conditions (both residents and workers).

Economic costs such as acting as a deterrent of businesses coming to London or staying and financial penalties for non-compliance with air quality limits.

Persistent poor air quality may affect the longer term health of the City population.

Persistent poor air quality may attract adverse media coverage making the City seem a less attractive place to live and work.

MCP- PHPP 001 – Brexit (Current Risk: AMBER)

Cause: The outcome of Brexit negotiations does not secure continuity of contracts, access to talent, ongoing grant funding and/or security of supply chains

Event: The City Corporation services fail to prepare appropriately for the end of the Brexit transition period on 31 December 2020. Uncertainty around the potential outcomes until it is too late to react

Effect: There is a range of potential impacts. The City Corporation's services are disrupted due to increases/changes in trade and as supply chains and contracts are reassessed, potentially increasing cost and reprioritisation of resources. Increased risk to public, animal and environmental health due to legislative changes. Increased risk and cost to consumers. Inadequate IT support if current EU software is replaced by bespoke UK systems that do not have sufficient functionality. Reduction in income if charging regimes are not established as part of Brexit. Potential for increased workload depending on whether agreement is reached from 'no deal' (check

everything), through to no checks on EU products based and on risk via a full reciprocal arrangement (status quo).

Conclusion

9. Members are asked to note that risk management processes within the Department of Markets and Consumer Protection adhere to the requirements of the City Corporation's Risk Management Framework. Risks identified within the operational and strategic responsibilities of the Department of Markets and Consumer Protection are proactively managed.

Appendices

- Appendix A – Port Health & Public Protection Risk Register Summary
- Appendix B – Port Health & Public Protection COVID-19 Risk Summary

Background Papers

Department Business Plan

Department Risk Review

Department Business Plan Progress Report

Risk Management Strategy

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PH&ES Committee Risk Report Appendix A

Report Author: John Smith

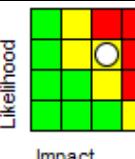
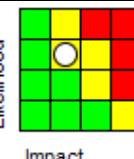
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Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score	Risk Update and date of update	Target Risk Rating & Score	Target Date	Current Risk score change indicator	
CR21 Air Quality 07-Oct-2015 Ruth Calderwood	<p>Cause: Small particulate pollution has chronic health impacts from long term exposure at very low concentrations and is in evidence within the City and central London. There is also a health impact associated with long term and short term exposure to nitrogen dioxide.</p> <p>Event: Under certain atmospheric conditions there is a higher probability of poor air quality within the City and it is more likely that residents, workers and visitors would suffer the acute consequences.</p> <p>Effect: The consequences both acute and chronic may include: An increase in hospital referrals placed upon both emergency services and the NHS for those already suffering from respiratory or cardiovascular conditions (it may also place a strain on City social services). An increase in deaths, particularly of those already suffering from respiratory or cardiovascular conditions (both residents and workers). Economic costs such as acting as a deterrent of businesses coming to London or staying and financial penalties for non-compliance with air quality limits. Persistent poor air quality may affect the longer term health of the City population. Persistent poor air quality may attract adverse media coverage making the City seem a less attractive place to live and work.</p>	 Likelihood Impact	12	Early indications are that roadside concentrations of nitrogen dioxide have reduced following the introduction of the Mayor of London Ultra Low Emission Zone and zero emission buses and taxis. 18 Aug 2020	 Likelihood Impact	6	31-Dec-2020 Constant

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CR21 001a Implement policies	Implement the policies contained in the City of London Air Quality Strategy 2015-2020. The strategy contains 10 policy areas with 60 specific actions. An annual report will be produced demonstrating progress with each action.	This action is complete.	Jon Averns	31-May-2018	31-Aug-2016
CR21 001b Review Air Quality	Review and assess air quality in line with statutory obligations of the Environment Act 1995. Submit all relevant statutory reports. Approval of all reports by Defra and the GLA will demonstrate compliance with statutory obligations.	This action is complete.	Jon Averns	31-May-2018	31-Aug-2016
CR21 001d Develop communication s strategy.	Develop and implement a robust communications strategy to ensure people have sufficient information to reduce their exposure on days of 'high' air pollution.	This action is complete.	Jon Averns	31-May-2018	31-Mar-2017
CR21 001e Develop plan	Develop and implement a plan for reducing the impact of diesel vehicles on air pollution in the Square Mile. This is to complement the work being undertaken by the Mayor of London to reduce air pollution in the central zone through the implementation of the Ultra Low Emission Zone.	This action is complete.	Jon Averns	14-Jan-2020	31-Dec-2019
CR21 001f Investigate options to reduce emissions.	Investigate options to reduce emissions from combustion plant in the City using local legislation.	This action is complete.	Jon Averns	14-Jan-2020	30-Sep-2019
CR21 001g Renew AQ Strategy	Renew the City of London Air Quality Strategy	This action is complete.	Jon Averns	14-Jan-2020	29-Mar-2019
CR21 001h Publish annual report of air quality data	Develop baseline model for compliance assessment and publish annual report of air quality data	Data being compiled for annual report	Ruth Calderwood	18-Aug-2020	31-Dec-2025
CR21 001i Compliant vehicles	100% of vehicles owned or leased by the CoL are electric or hybrid by 2025	We have reduced the size of the corporate fleet by over 40% over the past 5 years. We have trialled eight new electric vehicle technology over the last 3 years We have recently purchased 14 new plug in / hybrid vehicles including 3 electric vehicles for the Lord Mayor which includes 2 London electric taxis. We have installed 20 new electric vehicle charge points to support our vehicles.	Ruth Calderwood	18-Aug-2020	31-Dec-2025

		100% of the electricity used by the City Corporation is from renewable sources so electricity used to charge Corporate vehicles isn't contributing to air pollution outside the City of London boundary.			
CR21 001j Develop Private Members Bill	Develop and support an Emission Reduction Private Members Bill for London local authorities	Bill reintroduced to the House of Lords in January 2020. Await date for second reading	Ruth Calderwood	18-Aug- 2020	31-Dec- 2021
CR21 001k Engine idling programme	Manage pan London idling vehicle engine programme	London wide events underway and comms programme being implemented	Ruth Calderwood	20-Apr- 2020	20-Mar- 2020

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score	Risk Update and date of update	Target Risk Rating & Score	Target Date	Current Risk score change indicator		
MCP-PHPP 001 Brexit - Impact on Port Health and Animal Health	<p>Cause: The outcome of Brexit negotiations does not secure continuity of contracts, access to talent, ongoing grant funding and/or security of supply chains.</p> <p>Event: The City Corporation services fail to prepare appropriately for the end of the Brexit transition period on 31 December 2020. Uncertainty around the potential outcomes until it is too late to react.</p> <p>Effect: There are a range of potential impacts. The City Corporation's services are disrupted due to increases/changes in trade and as supply chains and contracts are reassessed, potentially increasing cost and reprioritisation of resources. Increased risk to public, animal and environmental health due to legislative changes. Increased risk and cost to consumers. Inadequate IT support if current EU software is replaced by bespoke UK systems that do not have sufficient functionality. Reduction in income if charging regimes are not established as part of Brexit. Potential for increased workload depending on whether agreement is reached from 'no deal' (check everything), through to no checks on EU products based and on risk via a full reciprocal arrangement (status quo).</p>	 Likelihood Impact	12	<p>The existing Trade Control and Expert System (TRACES), which allows importers and exporters to provide health certification and track consignments of animals or animal products and high-risk products not of animal origin, will be replaced by a new system in the event of a no deal Brexit, or potentially following Brexit. The new system (IPAFFS) does not have the functionality of TRACES and although testing has indicated that this should work on Day 1, contingency measures are in place. It is possible that access to the TRACES system may be extended, but this has yet to be confirmed.</p> <p>Whilst Government has indicated that food and feed of EU origin will not be checked at the UK borders from Day 1, should UK exports be subject to controls at the EU borders, this could influence the Government's approach and policy. It is then possible that controls would be imposed at UK borders which may have considerable resource and logistical implications.</p> <p>Similarly, for live animals, although government has indicated that in a 'no deal' scenario existing arrangements will continue, this could change Government stance currently remains the same – no checks from Day 1.</p> <p>UK's listed status application for the export of some species of live animals including equine, and products of animal origin, including meat and dairy has been agreed. This means</p>	 Likelihood Impact	6	31-Dec-2020	

				that exports can continue after Brexit in the event of a No Deal, by following the new process for exporting animals and products of animal origin to the EU after Brexit, but it needs to include pets. This comes after the UK achieved the required animal health and biosecurity requirements. The Port Health Service has now received sufficient funding from the Food Standards agency to cover all its Brexit related expenditure until 31 March 2020, but there is no guarantee of funding beyond this date. The Animal Health Service has generated sufficient income to cover all its preparation for Brexit. Consequently, there is no current need for any grant from MHCLG. We are currently in a Transition Period and a future trade agreement with the EU is still unknown. Food Standards Agency funding stopped on the 31 March 2020, although we have retained the resource during these uncertain times. Potential funding for 20/21 has been discussed with the FSA and will be followed up in writing.			
08-Nov-2016 Jon Averns				20 Apr 2020			Constant

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
MCP-PHPP 001a Liaise with Government	Contribute to UK Government Listening mode.	This action is complete.	Jon Averns	09-Oct-2019	31-Dec-2020

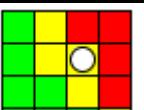
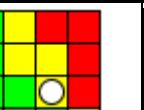
departments and agencies.					
MCP-PHPP 001b Relevant legislation	Commission an independent report on the potential implications of the UK's exit from the EU on Animal Health and Port Health	This action is complete.	Jon Averns	09-Oct-2019	30-Sep-2017
MCP-PHPP 001c Liaison with Remembrancer and other CoL depts.	Engage with stakeholders to assist in the identification of impacts and possible mitigations. Ensure Remembrancer and CoL depts are fully aware of the implications of Brexit on PH and PP and that they lobby accordingly.	A list of questions to government concerning 'no deal' was compiled and sent as written PQs. Some answers were. There will be ongoing engagement with government until final trading arrangements with the EU are agreed.	Jon Averns	18-Aug-2020	31-Dec-2020
MCP-PHPP 001d Respond promptly to developments	Respond promptly to policy decisions from the UK Government and the outcome of negotiations.	The City Corporation continues to seek clarification over exact expectations and requirements post Brexit, particularly concerning consignments that transit the EU. Government has issued guidance on importing animal products and high-risk food and feed not of animal origin after EU exit.	Jon Averns	18-Aug-2020	31-Dec-2020
MCP-PHPP-001e Develop Measures to mitigate increased throughput	Develop Measures to mitigate the potential increase in throughput at the ports and airports	<p>The Food Standards Agency (FSA) approved a bid for additional funding for imported food and feed controls, up to £281K for 2018/19. In addition, a bid for £500K was submitted for 2019/20 and £400K was awarded. The Ministry of Housing, Communities and Local Government (MHCLG) is being pursued for additional funding to bridge the difference and a letter has been sent to the Secretary of State from TC and CPR which is being followed up with senior Civil Servants. This has also been raised with the Mayor and is being followed up by the TC with a senior MHCLG Civil Servant.</p> <p>The Food Standards Agency has recently announced that it is seeking bids for a new tranche of grants.</p> <p>Preparations have been made for changes to the type and volume of throughput at the ports and HARC, as well as the potential at the Ports to resort to paper-based systems should the current EC one not be available, or if the Defra replacement is not fit for purpose, and for HARC to manage with a manual system for the foreseeable future.</p> <p>Should it be necessary to monitor, and control foodstuffs imported from the EU, a revised shift pattern may be necessary. The Port of Tilbury (PoT) is constructing a new terminal 'Tilbury 2', which is ostensibly for EU trade, but there are no plans for an inspection facility. PoT estimates that this would cost £1.2M. This is not the responsibility of CoL, but clarification is required from HMG as to whether such a facility is required. PoT has been advised to approach the Department for Transport for funding.</p>	Jon Averns	25-Oct-2019	31-Oct-2019
MCP-PHPP-001f Develop measures to mitigate the potential loss of qualified staff.	Develop measures to mitigate the potential loss of qualified staff of which there is a scarcity in the UK employment market.	In house training continues and further staff have achieved relevant qualifications. Agency staff have also been sourced. Animal health staff have been recruited at HARC and Official Veterinarians at the port. Training is underway for the latter and is virtually complete.	Jon Averns	25-Oct-2019	31-Oct-2019

PH&ES COVID-19 Silver Risk Report - Appendix B



Report Author: John Smith

Generated on 18 August 2020

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score	Risk Update and date of update	Target Risk Rating & Score	Target Date	Current Risk score change indicator	
CVD19 SGPS 34 HARC Emerging recovery (M&CP)	<p>Cause: Rise in number of arrivals at Heathrow requires increased staff, so a greater risk of not being able to maintain social distancing. This is compounded by the size of the accommodation and lack of available space.</p> <p>Event: A whole shift having to self-isolate should one person develop COVID-19 symptoms.</p> <p>Impact: Failure to deliver service leading to reputational damage to the City. Full cost recovery not being achieved due to large numbers of animals in a consignment.</p>	 Likelihood Impact	12	<p>Throughput is picking up at HARC. BA are adding more destinations weekly and other airlines are starting to fly back to Heathrow. The risk to losing a large number of staff to 14 days to self-isolation increases with numbers of staff on site at any one time, as there is more chance one of them could be sick. The impact also increases as it will take out more people. The numbers of staff on site are being proactively managed to meet the increasing demands of the work but this is especially difficult as we can't reduce the risk any further until further accommodation is provided. HARC charging is largely based upon a consignment.</p> <p>13 Aug 2020</p>	 Likelihood Impact	8	
01-Jun-2020 Robert Quest						Constant	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
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CVD19 SGPS 34a Negotiate with airlines.	Request that airlines reduce the number of arrivals.	In consultation with Defra we have requested that the airlines limit numbers per aircraft to around 20-30. This ensures HARC can cope not just with the animals, but also with the large numbers of people arriving to collect these animals. A booking system is now in place	Robert Quest	13-Aug-2020	31-Dec-2020
CVD19 SGPS 34b Remote working.	Continue with remote working where possible.	Several staff are still being sheltered, exacerbating the problem of providing staff cover on site. However, most of these people are being very productive with pre-checks of paperwork and answering emails.	Robert Quest	13-Aug-2020	31-Dec-2020
CVD19 SGPS 34c Review working practices.	Change working practices to ensure staff safety.	Staff are currently provided with the requisite PPE. Where it is not possible to remain two metres apart, staff will work side by side, or facing away from each other, rather than face-to-face if possible. All staff are instructed to minimise very close contact (i.e. less than one metre). where social distancing is not possible, it will be necessary for some workers, particularly those considered at risk, to remain at home, or where agreed, be redeployed elsewhere until the government advise that it is safe to return to normal working or, we have extra accommodation to be able to separate staff better.	Robert Quest	13-Aug-2020	31-Dec-2020
CVD19 SGPS 34d Extend available space for staff.	Extend the amount of accommodation and available space for staff to work.	We have looked at the installation of porta cabins as temporary accommodation and have been in discussions with the City Surveyors since May 2020 to secure suitable accommodation.	Robert Quest	13-Aug-2020	31-Dec-2020

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score	Risk Update and date of update	Target Risk Rating & Score	Target Date	Current Risk score change indicator	
CVD19 SGPS 20 HARC Animal Welfare (M&CP)	<p>Cause: The spread of COVID-19 continues to escalate affecting key staff and businesses.</p> <p>Event: The reduction in airline operations and the loss of key staff. Failure to deliver statutory and critical services at the HARC.</p> <p>Impact: Loss of business results in a significant loss of income. Because of the specialist nature of some of the services we may be unable to fulfil our statutory duties leading to financial and reputational damage to the City. Staff shortages could also have an impact on the welfare of resident animals. In addition to loss of income through reduced throughput, there is a possibility of some clearing agents going out of business. A bad debt figure of £150k has been made for 2019-2020 budget.</p>	 Likelihood Impact	8	<p>Critical services are at significant risk from the loss of specialist personnel. Current mitigations are reducing the risk of not being able to maintain the services but as the COVID -19 outbreak increases its spread the impacts on each of the critical services will increase. The cancellation of a large number of flights to Heathrow has mitigated the issue of staff shortages. However, it is likely that the normal trade will change as more cargo only flights arrive, which will carry large numbers of animals, but less frequently. Statutory enforcement of the regulations can be mitigated by using other enforcement officers from within the department, once authorised Current trade patterns are encouraging and are back pre COVID-19 levels. June trade is consistent with previous years and therefore the risk score has been reduced to the target level but this is a fluid situation and can change at any time.</p> <p>13 Aug 2020</p>	 Likelihood Impact	8	Constant

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
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CVD19 SGPS 20a Remote working	Conduct remote working as necessary	This is in place	Robert Quest	13-Aug-2020	31-Dec-2020
CVD19 SGPS 20b Animal welfare	Structure staff rota to ensure animal welfare is maintained	Staff rotas have been amended to take into consideration current trade patterns and are being closely monitored.	Robert Quest	13-Aug-2020	31-Dec-2020
CVD19 SGPS 20c Focus work	Focus work on animal welfare and emergencies.	This is currently being accommodated by HARC and will be closely monitored.	Robert Quest	13-Aug-2020	09-Dec-2020
CVD19 SGPS 20d Financial Management	Review income and trade	We will continue to monitor Income and trade. The 2019/20 budget was broadly on target. More airlines are now operating out of Heathrow but the impact of this is uncertain at this time. Although flights are increasing, there was still a 38% decrease in the income from May 2020. We are hoping that this will improve as the situation unfolds We are currently compiling July figures. This is a fluid situation and can change at any time	Robert Quest	13-Aug-2020	31-Dec-2020

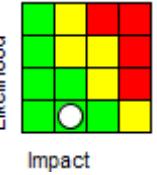
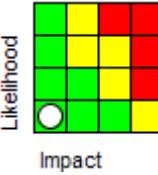
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score	Risk Update and date of update	Target Risk Rating & Score	Target Date	Current Risk score change indicator	
CVD19 SGPS 21 Port Health Imported Food and Feed (M&CP)	<p>Cause: The spread of COVID-19 causes loss of critical staff attendance.</p> <p>Event: The London Port Health Authority will struggle to maintain a minimum number of staff at inspection facilities that are required to carry out regulatory enforcement checks on food and feed required by DEFRA and the FSA amongst others. There will also be reduced throughput of imports.</p> <p>Effects: This will lead to delays and checks carried out by supplementary staff increase the risk of non-conforming import consignments of food and feed coming in and reduces our intelligence gathering ability. Reduced throughput will lead to loss of income to the City.</p>	<div style="display: flex; justify-content: space-around;"> Likelihood Impact </div>	8	<p>After reviewing Port Health finances, we have increased the risk in relation to income. Although trade is similar to last year and we had a strong Jan to April, the figures for April to June are 20% down and this is further compounded by an increased income budget. If this continues, we will have a shortfall of £500k in the worst-case scenario. Trade fluctuates throughout the year, so the hope is that this will bounce back fairly quickly and allow us to reduce the risk score. Early indications are that there has been a modest increase in July figures.</p> <p>13 Aug 2020</p>	<div style="display: flex; justify-content: space-around;"> Likelihood Impact </div>	4	Constant

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CVD19 SGPS 21a Remote Working	Remote & Home Working solutions to ensure isolation, with only those necessary coming into the office/inspection facility.	<p>This is in place and is working well. Only the required resource in the office/inspection facility based on throughput. This will be regularly reviewed.</p> <p>Attendance not impacted by sickness yet. Minimal attendance by each type of officer group at inspection facility commensurate with number and type of physical checks required.</p> <p>Increased officer attendance as required for physical checks and other functions such as pest control, EPA visits, ship boarding, water sampling or other site visits will be managed by officers after exams complete or by attending directly from home and returning home afterwards.</p>	Peter Markwell	18-Aug-2020	09-Dec-2020
CVD19 SGPS 21b Focus resources	Focus resources on imported food and feed controls.	Focus previously on imported food and feed controls, infectious disease control and emergency issues within the port environment. Although we are not back to normal yet, other high-risk activities are being included in work streams. This is being kept under review but expected to increase and will be covered by direct attendance on site from home or by officers already on site after food and feed physical checks have been completed.	Peter Markwell	18-Aug-2020	09-Dec-2020
CVD19 SGPS 21c Discuss and implement procedures	Discuss and implement procedures relating to copy and non-signed documents. In conjunction with Central Competent bodies.	<p>This has now been agreed by the Central Government bodies and processes have been put in place. These bodies, the port operator and the trade have been made aware of this temporary process.</p> <p>Issues of copy, electronic and other checks remain under review with competent bodies. This action is complete and will be kept under review.</p> <p>EU transition to use of IPAFFS begins in September.</p>	Peter Markwell	18-Aug-2020	31-Dec-2020
CVD19 SGPS 21d Mandatory checks	Discuss undertaking less than the mandatory checks with the Central Competent bodies. Based on risk.	This has been discussed with the Central Competent bodies, but there has not been a need move to this position yet. The bodies are aware of these plans should staffing resource become an issue. We will increase checks to fulfil sampling obligations.	Peter Markwell	18-Aug-2020	31-Dec-2020
CVD19 SGPS 21e Introduction of charges	Review the introduction of charges	We have reviewed the introduction of charges relating to late submission of paperwork and for consignments that are rejected. We are looking to implement this from September	Gavin Stedman	18-Aug-2020	31-Dec-2020

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score	Risk Update and date of update	Target Risk Rating & Score	Target Date	Current Risk score change indicator	
CVD19 SGPS 22 Port Health Infectious disease control (M&CP)	<p>Cause: The spread of COVID-19 on a vessel prevents operation of the vessel and or docking of the vessel and or sailing of the vessel.</p> <p>Event: Food and feed and other critical imports will not arrive in the UK.</p> <p>Effect: There is on- going liaison between Port Operators. The Port of London Authority and Pilots to facilitate ship movement, to deal with the questions from these bodies, advise them and keep vessels operating and not blocking berths so allowing vital imports</p>	 Impact	4	<p>Port Health is following Government advice regarding COVID-19 and has implemented working from home solutions with a rota for essential attendance at the inspection facilities. Processes are now established; we are coping well and have reduced the risk score accordingly.</p> <p>Although the Maritime and Coastguard Agency have had involvement with a number of vessels, there are currently no vessels in port which are affected by COVID-19. A Standard Operating Procedure for ports is currently being developed with Public Heath England.</p>	 Impact	2	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CVD19 SGPS 22a Limit staff attending vessels	Limit access of staff attending vessels without clearance from Port Health Management Team.	RAMS will be reviewed and visits may increase.	Peter Markwell	18-Aug-2020	31-Dec-2020
CVD19 SGPS 22b Notice to mariners and port operators	PLA to send a notice to mariners and port operators about Maritime Declarations of Health.	This action is complete and will be kept under review.	Peter Markwell	13-Aug-2020	31-Dec-2020
CVD19 SGPS 22c Infectious disease control	Daily contact with vessels laid up at Tilbury and within the LPHA area regarding infectious disease control	Small Port Health team liaise with PHE (NE London and Thurrock) and others on cruise ship crew welfare, arriving vessels, arriving aircraft at LCY, river transport and advice given to local and area pilot management. PLA health and safety section contacts re pilotage risk	Peter Markwell	18-Aug-2020	31-Dec-2020

		assessments to allow continued boarding, Liaison with PHE re providing local advice to pilot management.			
CVD19 SGPS 22d Review staffing	Staffing resource to be reviewed to ensure enough expertise in this area.	This is being kept under constant review.	Peter Markwell	18-Aug-2020	31-Dec-2020
CVD19 SGPS 22e Contact PHE	Contact with Public Health England to ensure standard advice procedures and comms.	A Standard Operating Procedure developed with Public Heath England for Hackney and City is complete. Port Health sits outside most of this but has procedures in place with NE PHE and Thurrock PHE action complete but under review.	Peter Markwell	18-Aug-2020	27-Dec-2020

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score	Risk Update and date of update	Target Risk Rating & Score	Target Date	Current Risk score change indicator	
CVD19 SGPS 19 City Mortality Planning Group (M&CP) 09-Apr-2020 Rachel Pye	<p>Cause: The spread of COVID-19 is resulting in a large number of excess deaths over the time of the epidemic curve lasting some months. Critical services in the death management process must be enhanced and maintained during this period at a time when staff resource is vulnerable.</p> <p>Event: The death management process including all statutory responsibilities must be working efficiently with no bottlenecks to ensure the dignity of the deceased is maintained as is the confidence of the bereaved. This includes Coronial processes, mortuary, body transportation and body storage.</p> <p>Effect: The critical services being unable to cope with the numbers of deceased particularly if staff numbers are compromised through infection or bereavement</p>	 Impact	2	<p>The City Mortality Planning Group has brought together a range of stakeholders involved in the death management process. This is to assess the impact and consequences of the pandemic on the ability of the City of London to deliver essential services relating to the death management process, and to implement subsequent contingency options where necessary. The risk score has reduced to reflect the current position.</p> <p>13 Aug 2020</p>	 Impact	1	■ Constant

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CVD19 SGPS 19a Assess the impact and consequences of the pandemic	The City Mortality Planning Group has brought together a range of stakeholders involved in the death management process. This is to assess the impact and consequences of the pandemic on the ability of the City of London to deliver essential services relating to the death management process, and to implement subsequent contingency options where necessary	The risk level has reduced as the group is ensuring a proportionate and scalable plan is in place at the local level and support for the regional level response lead by London resilience to the management of deaths due to the impact of COVID-19.	Jon Averns	13-Aug-2020	31-Dec-2020