

DBE Committee Report (PH&ES only) Corporate & Departmental)

Report Author: Elizabeth Hannah

Generated on: 07 September 2021

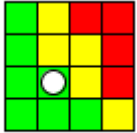
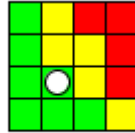


Rows are sorted by Risk Score

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/Risk Approach	Flight path
DBE-TP-01 Road Traffic Collision caused by City of London staff or contractor who is unfit to drive while on City business 13-Mar-2015 Vince Dignam	Cause: A member of staff/contractor who is unfit or unqualified to drive causes ... Event: a road traffic collision which results in ... Impact: death or injury; financial claim	 Likelihood Impact	16	No change from April 2021 due to Pending completion of work by HR to improve the certainty regarding who works for the City of London this risk remains RED. Whilst going through the information with HR an IT issue has arisen with the data so this has to be resolved also and has been escalated. 93.9% of City of London staff have completed driver Check and 97.2% of staff who have been identified, through Driver check , as drivers (or management of drivers) have completed the Corporate Transport Policy online training course. The overall compliance is now 97.2% that shows an improvement since the last update.	 Likelihood Impact	8	31-Dec-2021	
							Reduce	

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Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
DBE-TP-01c Business As Usual Mitigation	Monitor the percentage of City of London staff who have completed Driver Check and ensure that it remains above 92.5% Monitor the percentage of City of London staff who have been identified, through Driver Check, as drivers (or managers of drivers) who have completed the Corporate Transport Policy online training course and ensure that it remains above 92.5%. Monitor overall completion rates for both driver check and the online training course and ensure that it remains above 92.5%. Monitor the collection and periodic monitoring of driver licence details (and, in the case of grey fleet drivers, vehicle details).	No change from April 2021 Pending completion of work by HR to improve the certainty regarding who works for the City of London this risk remains RED. Whilst going through the information with HR an IT issue has arisen with the data so this has to be resolved also and has been escalated. 93.9% of City of London staff have completed driver Check and 97.2% of staff who have been identified, through Driver check , as drivers (or management of drivers) have completed the Corporate Transport Policy online training course. The overall compliance is now 97.2% that shows an improvement since the last update.	Jim Graham	06-Jul-2021	31-Dec-2021

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DBE-TP-07 A major incident, such as flooding or fire, makes Walbrook Wharf unusable as a depot	Cause: A major incident, such as flooding or fire Event: Walbrook Wharf unusable as a depot Impact: Unable to clean streets; collect waste or maintain City of London Police vehicles. City of London unable to meet its contractual arrangements with third parties who use the depot for their commercial purposes.	 Likelihood	4	The risk has been reviewed and is unchanged. A Review of actions from the Business continuity plan exercise in October 2019 was carried out and the contract and City have updated any lessons learned and added the business continuity plan as a live document to the governance for review. Our response to COVID-19 has shown how this contract can be delivered with managers working from home. At the same time we lost the use of some hire vehicles but, in accordance with the BC Plan, vehicles were brought, in by our contractor,	 Likelihood	4	31-Dec-2021	

<p>27-Mar-2015 Vince Dignam; Ian Hughes</p>				<p>from other contracts. This has continued into July 2021 for COVID as well.</p> <p>The Business Continuity plan was discussed as the Quarterly Partnership board meeting in July 2021 and next Business Continuity Exercise is scheduled for October 2021. BC Has been reviewed in January 2021 and added to contract manual.</p> <p>03 Aug 2021</p>			<p>Reduce</p>	
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DBE COVID-19 Risks

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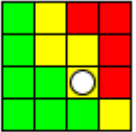
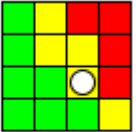


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Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
CVD19 SGPS 24 Failure by BRONZE to deliver the Waste and Litter service required by SILVER (DBE) (RECOVERY) 17-Apr-2020 Jim Graham	<p>Cause: The pandemic leads to a critical number of waste collection and street cleansing staff (employed by our term contractor Veolia) being unable to attend work due to illness/self-isolation/caring responsibilities.</p> <p>Event: Our contractor is unable to provide a waste collection and street cleansing service.</p> <p>Impact: Household waste remains uncollected, littering and fly tips increase to the extent that it leads to a secondary public health issue.</p>	<p>Likelihood</p> <p>Impact</p>	12	Continually monitoring services and currently no significant issues which require use of contingencies 03 Sep 2021	<p>Likelihood</p> <p>Impact</p>	4	31-Dec-2021 Reduce	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CVD19 SGPS		No need to use contingencies yet but as highlighted there is a national shortage of HGV drivers	Jim	03-Sep-2021	31-Dec-2021

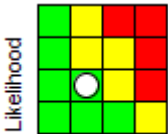


24a Utilising Alternative Resources	Officers have put in place a robust process for sourcing alternative staff to ensure the waste collection from households and streets continues to happen by utilising HGV drivers from alternative sources in this order: 1. Spare drivers from street cleansing service. 2. Veolia Commercial Waste Drivers and Operatives. 3. City Officers with HGV licences. 4. 3rd party commercial drivers with HGV licences.	which is being monitored	Graham		
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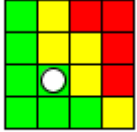
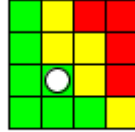
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
CVD19 SGPS 25 Failure by BRONZE to deliver the Highways, Parking & Enforcement service required by SILVER (DBE) (RECOVERY) 17-Apr-2020 Ian Hughes	Cause: <ul style="list-style-type: none"> The pandemic leads to a critical number of staff (employed by our highway term contractor J B Riney) being unable to attend work due to illness/self-isolation/caring responsibilities. The pandemic leads to a critical number of staff (employed by our parking contractor Saba) being unable to attend work due to illness/self-isolation/caring responsibilities. The pandemic leads to a critical number of City of London staff being unable to attend work due to illness/self-isolation/caring responsibilities. The pandemic leads to a failure of the supply chain of our highway term contractor (J B Riney) Event: Our contractors and/or City of London staff	 Likelihood Impact	8	All temporary Covid-19 measures that were agreed for removal have now been removed. The remainder are under review for retaining long term, initially as experiments, under the wider Pedestrian Priority programme. Services are operating as BAU following release from lockdown restrictions. Monitoring of resilience issues continues re positive tests and self-isolation requirements. No significant issues to this point. 17 Aug 2021	 Likelihood Impact	8	31-Dec-2021 Accept	

<p>are unable to provide a highway maintenance and/or parking service.</p> <p>Impact:</p> <ul style="list-style-type: none"> • Failure to maintain the highway in a safe state leading to personal damage injuries. (1, 3 and 4) • Increased inability to manage car parks leading to increases potential for crime and anti-social behaviour, increased fire risk and associated loss of income (2 and 3). • Failure to manage on-street parking leading to loss of access by emergency services to residential and business premises (2 and 3). • Failure to monitor 3rd party on-street activities licenced by the City of London leading to unsafe systems of work. 						
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Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CVD19 SGPS 25a Contractor liaison	Working with contractors to ensure that they are adequately forecasting staff or supply chain issues to ensure that the City received adequate warning of the need to decrease service levels any further allowing decisions to be taken in a timely and reasonable manner. Where works are continuing we have worked with the contractor to ensure that they have adequate risk assessments and method statements in place to minimise the infection and other risks to staff.	Works are continuing as scheduled – BAU	Ian Hughes	17-Aug-2021	31-Dec-2021
CVD19 SGPS 25b City staff resilience	Reducing the overall number of City of London staff on duty in the City at any one time. This reduces the risk to individual	Staff monitoring on-street activities by developments, utilities and City contractors continues. Staff have been reminded to continue to follow best practice guidelines including protocols at Guildhall. Risk assessments up to date. Planning for staff 2 day minimum return from Sept as per request by	Ian Hughes	17-Aug-2021	31-Dec-2021

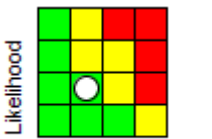
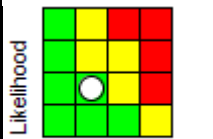
	members of staff and therefore the risk of staff shortage in the future. Monitoring of the full range of on-street activities is being achieved by sharing of resource between teams on a rota.	Town Clerk.			
CVD19 SGPS 25c Saba staff resilience	Enforcement of the Bank on Safety scheme traffic order transferred to working from home. Appropriate policies and procedures have been put in place to ensure compliance with data protection legislation.	Normal services for both enforcement of on-street parking/moving traffic contraventions and car parks (off street parking).	Ian Hughes	17-Aug-2021	31-Dec-2021
CVD19 SGPS 25e Public communication of change	Where there are alterations to services have been authorised by Members/GOLD we are issuing clear public communications on the City website, social media and email to interest groups.	The City's website continues to be updated throughout the Covid-19 period	Ian Hughes	17-Aug-2021	31-Dec-2021

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CVD19 SGPS 26 Failure by BRONZE to deliver the Development & Construction service required by SILVER (DBE) (RECOVERY) 17-Apr-2020 David Horkan; Gordon Roy	Cause: The Pandemic lockdown is preventing site visits for both the Planning Service in order to assess development proposals and the District Surveyors to undertake inspections on construction sites. Event: Delays to the approval of development schemes and their construction/completion. Impact: Reduced economic activity in the City. Potential judicial reviews to planning decisions based on assessment/consultation challenges. Possible Health and Safety risks from reduced inspections for Building Control.	 Likelihood Impact 4	No change from last week in either DM or BC 17 Aug 2021	 Likelihood Impact 2	31-Dec-2021 Reduce	

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/Risk Approach	Flight path
CVD19 SGPS 27 Failure to deliver the New DBE - Finance (DBE) (RECOVERY) 17-Apr-2020 Paul Beckett; Elizabeth Hannah; Ian Hughes	Cause: The pandemic has changed the traffic (both people and vehicular) of the working City <ul style="list-style-type: none"> drastically reducing the number of visitors and workers making trips closing down building sites for periods of time until safe working practises can be established reduction in development activity Event: Departmental income reduced by approximately £8.4m and approx. £800k in project recoverable charges. Impact: Department unable to operate in line with base budget, as well as meeting Fundamental Review targets as agreed by RASC. Shortfall of approx. 30% of the 20/21 net departmental budget of £27,274,000. On street parking account finances will be reduced.	Likelihood  Impact	4	Continue to review at regular Senior Leadership Meetings 07 Sep 2021	Likelihood  Impact	4	31-Mar-2022 Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CVD19 SGPS 27b Affordability	Review affordability of projects which rely on 'on street parking account' funding	With capital bids agreed & budgets now set for 2021/22, budgets will be monitored on a monthly basis to ensure impacts of Covid & progress towards recovery are factored into project affordability considerations.	Ian Hughes	09-Mar-2021	31-Dec-2021
CVD19 SGPS 27c Recovery (FY 20/21)	Focus on recovery in the second half of 20/21 in relation to departmental budget and wider economy and planned fee increases	Budget being reviewed for quarter 1 21/22	Ian Hughes	10-Mar-2021	31-Dec-2021

CVD19 SGPS 27d Recovery (First Half 21/22)	Focus on recovery in the first half of 21/22 in relation to departmental budgets, the wider economy and the pace of recovery	Risk reviewed as part of BAU and will be monitored in the context of service savings necessary to deliver a balanced budget for 2021/22, continued budget monitoring, the impact of the current wave of COVID-19 and the pace towards recovery.		05-Jul-2021	30-Sep-2021
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CVD19 SGPS 28 Failure to deliver the New DBE – Business Plan (DBE) (RECOVERY) 17-Apr-2020 Paul Beckett; Elizabeth Hannah	<p>Cause: The pandemic has transformed the look and feel of the working City and will likely mean the City will look a different place when recovery is finished.</p> <p>Event: Considerable uncertainty of the future needs of City. Department unable to deliver 20/21 Business Plan aims and objectives as agreed by Committee's. Business Plan will be out of date with what a 'new' City needs for recovery and growth.</p> <p>Impact: Realign Member expectations of the Business Plan, and expectation of the 'new future City'. Establish change ready, flexible staff and services.</p>	 <p>Likelihood</p> <p>Impact</p>	4	Continue to review at regular Senior Leadership Meetings 07 Sep 2021	 <p>Likelihood</p> <p>Impact</p>	4	31-Dec-2021 Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CVD19 SGPS 28c Development	Regular reviews with City Property Association to facilitate growth.	We continue to conduct regular reviews with City Property Association to facilitate growth	Gwyn Richards	16-Mar-2021	31-Dec-2021