

Generated on: 09 May 2022

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## Appendix 2

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-CO-GC 002c	<p>Monitor the percentage of City of London staff who have completed Driver Check and ensure that it remains above 92.5%.</p> <p>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%.</p> <p>Monitor overall completion rates for both driver check and the online training course and ensure that it remains above 92.5%.</p> <p>Monitor the collection and periodic monitoring of driver licence details (and, in the case of grey fleet drivers, vehicle details).</p>	<p>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 and the matter has been escalated. Part of the escalation has now proven successful but there are still issues with the reporting systems and information on the HR systems.</p> <p>In the meantime, we have carried out a manual overview of the data and calculated with HR that of the 5,000 people on the HR system, 140 have not completed Driver Check; that is 97% of City of London staff have completed Driver Check. Until HR have resolved the automatic reporting mechanism, this will remain a red risk but it is monitored very closely.</p>	Jim Graham	09-May-2022	31-Dec-2022

## Appendix 2

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	Current Risk score change indicator
<b>ENV-CO-GC 006 A major incident, such as flooding or fire, makes Walbrook Wharf unusable as a depot</b>  27-Mar-2015 Vince Dignam; Ian Hughes	<b>Cause:</b> A major incident, such as flooding or fire. <b>Event:</b> Walbrook Wharf unusable as a depot. <b>Impact:</b> 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	A Review of actions from the Business Continuity Plan exercise in October 2021 was carried out and the contractor and the City have updated any lessons learned and added the Business Continuity Plan as a live document to the governance for review.  The Business Continuity Plan was discussed at the Quarterly Partnership board meeting in January 2022 and next Business Continuity Exercise is scheduled for October 2022.  <b>06 May 2022</b>	 Likelihood	4	Accept	Constant

Action no	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-CO-GC 006a	Conduct annual DBE business continuity exercise.	A Review of actions from the Business Continuity Plan exercise in October 2021 was carried out and the contractor and the City have updated any lessons learned and added the Business Continuity Plan as a live document to the governance for review.  The Business Continuity Plan was discussed at the Quarterly Partnership board meeting in January 2022 and next Business Continuity Exercise is scheduled for October 2022.			Ian Hughes	06-May-2022	31-Oct-2022