



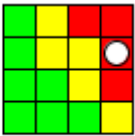
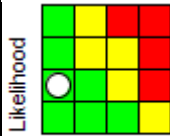

# Top Red Departmental Risk Register

Report Author: Paul Dudley

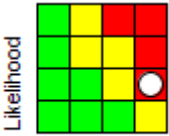
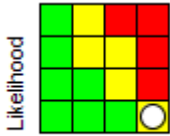
Generated on: 03 February 2016

Rows are sorted by Risk Score

Code & Title: DBE Department of Built Environment Risk Register 1 DBE TP Transportation and Public Realm 1 DCCS CP Commissioning and Partnerships 1 DCCS HS Housing Services 2 DCCS PE People Division 1 GSMD EF GSMD Estates, Facilities and Infrastructure 1 GSMD FN GSMD Policy, Organisation and Strategic Planning 1 OSD Department of Open Spaces Risk Register 1 SUR SMT SMT risks 3 . Total number of risks = 12

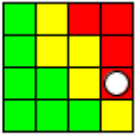
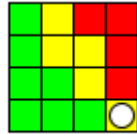

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score	Risk Update and date of update	Target Risk Rating & Score	Target Date	Current Risk score change indicator
<b>DCCS PE 002</b> <b>Failure to deliver expansion of Sir John Cass Foundation Primary School to 2 form entry in September 2016</b> 11-Jun-2015 Ade Adetosoye	<b>Cause</b> Expansion not delivered <b>Event</b> Building project not completed <b>Effect</b> Lack of first choice school places for City children	 Likelihood Impact	24  The legal process continues, and to mitigate against this risk in the short term, officers have asked the governing body of the school to operate a bulge Reception class in September 2016 should the applications received evidence the demand, as a result of the changes in the School's admission criteria.  01 Feb 2016	 Likelihood Impact	2  31-Mar-2016	          No change

Action no, Title, Owner	Description	Latest Note	Managed By	Latest Note Date	Due Date
DCCS PE 002a Tripartite meetings	Tripartite meetings take place between the Sir John Cass Foundation, Sir John Cass Foundation School Board of Governors and the City of London have taken place but no further meetings have been scheduled.	Tripartite meetings have been held to discuss options for delivering additional school places. These meetings have been suspended due to the non attendance by representatives of the Sir John Cass Foundation.	Chris Pelham	25-Nov-2015	31-Mar-2016
DCCS PE 002b Discussions with Comptroller and City Solicitor	Efforts to engage with parties to the negotiation continue	The legal process continues, and to mitigate against this risk in the short term, officers have asked the governing body of the school to operate a bulge Reception class in September 2016 should the applications received evidence the demand, as a result of the changes in the School's admission criteria.	Chris Pelham	01-Feb-2016	31-Mar-2016

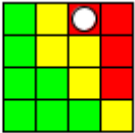
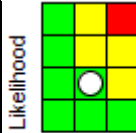
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<b>DBE-02 Service/Pipe Subways</b> <b>02-Dec-2015</b> Steve Presland <b>(New risk)</b>	<p>Cause: Provide safe access and egress for utilities and maintenance functions, whilst having operatives entering the confined space to undertake checks.</p> <p>Event: A lack of Oxygen, poisonous gases, fumes and vapour, liquids and solids that suddenly fill spaces, Fire and explosions, hot conditions, Entrapment and falling debris.</p> <p>Impact: Fatality / Major Injury / Illnesses</p>	 <p>Likelihood</p> <p>Impact</p>	<b>16</b>	<p>Risk unchanged. All actions on target to achieve stated dates.</p> <p><b>28 Jan 2016</b></p>	 <p>Likelihood</p> <p>Impact</p>	<b>8</b>	31-Dec-2016	<p>↔</p> <p>No change</p>

Action no, Title, Owner	Description	Latest Note	Managed By	Latest Note Date	Due Date
DBE-02a Business As Usual Mitigations	<p>Confined space working is avoided when possible.</p> <p>All PPE and other equipment required for a SSOW shall be suitable and sufficient for the tasks identified. The following PPE and equipment shall be provided, as stated in the approved code of practice</p>		Steve Presland		31-Dec-2999

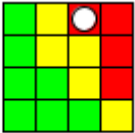
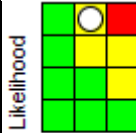
	<p>All openings are controlled through a central booking system. A subway must not be entered if permission to do so has been refused.</p> <p>No booking will be granted to parties who are not on the database. If the contractor is not on the database they must seek approval from CoL regarding their works. Once confirmed, the contractors will be added to the system before agreeing access.</p> <p>All works and operatives entering the pipe subway must comply with the code of practice for access and safe working in local authority subways.</p> <p>Regular inspections of the structure, covers, condition and asbestos surveys are undertaken.</p> <p>The Permit to enter form must be completed and contractors checked to ensure they have suitable and sufficient equipment to enter a confined space.</p> <p>No smoking is allowed at any time.</p>				
DBE-02b Update Code of Practice	Revisit and update the approved code of practice working with other Local Authorities who have pipe subways.	Meetings in diary for 2016. Next meeting 8 March 2016.	Steve Presland	28-Jan-2016	31-Dec-2016
DBE-02c Permit to Enter application form	Update Permit to Enter application form to improve clarity and reduce incorrect completion	Draft passed to City of London corporate Health & Safety team	Steve Presland	28-Jan-2016	01-Mar-2016
DBE-02d Web presence	Publish an extranet page that includes all relevant documentation to ensure that utilities have access to up-to-date documents at all times. This will also include an on-line booking form.	Draft page available and being tested by Utilities.	Steve Presland	28-Jan-2016	30-Apr-2016

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
<b>DBE-TP-01 Road Traffic Collision caused by City of London staff or contractor who is unfit to drive while on City business</b> <b>13-Mar-2015</b> Steve Presland <b>(New risk)</b>	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	<b>16</b>	Training roadshows for the Corporate Policy will be completed by 31st March 2016. Compliance reports will be sent to Chief Officers from May 2016 (initially monthly). Risk reduction date now based on compliance with the policy rather than the initial roll-out of the policy.  <b>28 Jan 2016</b>	Likelihood  Impact	<b>8</b>	01-Sep-2016	  No change

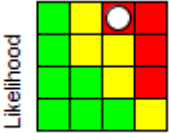
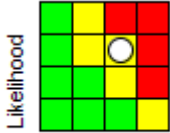

Action no, Title, Owner	Description	Latest Note	Managed By	Latest Note Date	Due Date
DBE-TP-01a	Approve Corporate Transport Policy [NB this depends on HR and Chief Officers]	Approved by Establishment Committee on 16 Jul 15	Oliver Sanandres	21-Oct-2015	31-Aug-2015
DBE-TP-01b	Implement Corporate Transport Policy (including establishing monitoring regimen)	Training roadshows for the Corporate Policy will be completed by 31st March 2016. Compliance reports will be sent to Chief Officers from May 2016 (initially monthly). Action scope and target date updated to include compliance with the policy rather than just the policy roll-out.	Steve Presland	28-Jan-2016	30-Jun-2016
DBE-TP-01c	Work with the Corporate Procurement Service to embed driver safeguards in future City contracts	CLPS working with C&CS to include appropriate wording in PQQs and future contracts.	Steve Presland	28-Jan-2016	31-Dec-2016

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<b>DCCS CP 002</b> <b>City of London Community Education Centre - site redevelopment</b> <b>22-Jan-2016</b> Ade Adetosoye; Neal Hounsell <b>(New risk)</b>	<b>Cause</b> Redevelopment of the site occupied by the City of London Community Education Centre <b>Event</b> Adult and community Learning service have to vacate the site <b>Impact</b> Unless new premises are found adult and community learning delivery may be curtailed	 Likelihood Impact	16	New Risk  <b>01 Feb 2016</b>	 Likelihood Impact	4	31-Jan-2017	↔  No change

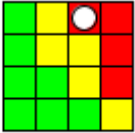
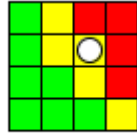
Action no, Title, Owner	Description	Latest Note	Managed By	Latest Note Date	Due Date
DCCS CP 002a The identification of new premises and relocation of the service	The site of the City of London Community Education Centre (COLCEC) on Golden Lane will be redeveloped. New premises for the delivery of community learning will need to be identified. At their December 2015 meeting members rejected a report proposing the Golden Lane Community Centre as a potential new location.	A Members working group has agreed to consider a further option and a report is being prepared for the April 2016 Committee. Discussions with the City of London Library Service around interim provision are taking place.	Neal Hounsell	01-Feb-2016	31-Jan-2017

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<b>DCCS HS 002</b> <b>Failure to carry out and review effective Fire Risk Assessments</b>	<b>Cause</b> Fire Risk Assessments for managed properties not carried out effectively <b>Event</b> Fires do occur from time to time. Effective Assessments reduce the risk and identify if any changes to procedures or maintenance regimes that need to be reviewed or introduced <b>Effect</b> Fires can lead to significant property damage and	 Likelihood Impact	16	New top X Health and Safety risk	 Likelihood Impact	8	31-Mar-2017	↔



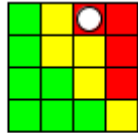
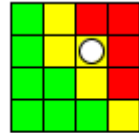
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<b>DCCS HS 003 Lone Working</b> <b>14-Jan-2016</b> Sharon McLaughlin <b>(New risk)</b>	<b>Cause</b> Staff working on their own in isolated locations or visiting residents or clients homes <b>Event</b> Staff suffer verbal abuse, physical attack or are an accident victim <b>Effect</b> Harm or serious injury to staff	 Likelihood Impact	16	New Top X health and safety risk <b>25 Jan 2016</b>	 Likelihood Impact	12	31-Mar-2017	 No change

Action no, Title, Owner	Description	Latest Note	Managed By	Latest Note Date	Due Date
DCCS HS 003a Sky Guard Review	A review of the current Lone worker protection device is in progress. Some staff report connectivity problems. At the finish of the review a decision will be taken to continue or to investigate a different solution	A review of current devices has commenced. A list of devices in service and their renewal dates is being collated. A survey of users to check if there are any issues with the devices will begin once the information on current devices has been finalised. Depending on the outcome of the review a new solution may have to be identified.	Sharon McLaughlin	21-Jan-2016	30-Jun-2016
DCCS HS 003b Lone Working Procedures	Not all staff are working in compliance with the departmental lone working procedures. These will be reviewed to check why they are not being implemented by all staff and reviewed if appropriate. Compliance with new procedures will be monitored by managers and the quarterly Health and Safety Committee. It is anticipated that monitoring information will be available from Skyguard or the replacement system.	A review of skyguard has commenced and procedures will be reviewed based on the outcome of the review.	David Padfield	25-Jan-2016	30-Sep-2016

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
GSMD EF 001 <b>Failure to Secure Lease Renewal of Sundial Court in 2020</b>  09-Jul-2015 Michael Dick	<b>Cause:</b> Sundial Court , (the School's student accommodation), is owned by a private landlord, who currently leases the building to the School. Lease expires in 2020. <b>Event:</b> Landlord may not want to renew the lease to the School as there may be better development potential elsewhere. Alternative specialist music student accommodation might not be found. <b>Impact:</b> Loss of on-campus student accommodation for 177 students. Loss of student services and offices. Loss of student union facility and rehearsal room. Risk of reduced interest in students choosing GSMD if there is no onsite accommodation available.	 Likelihood	16	Risk 3.3 on Departmental Risk Register Legal opinion on lease renewal terms obtained. Alignment of repairs and maintenance regime with lease terms. Contact and dialogue with landlord's agent on issues relating to lease renewal. Engagement with City Surveyors on action plan. Draft Student Accommodation Strategy under review. <b>28 Jan 2016</b>	 Likelihood	12	05-Apr-2017	↔  No change

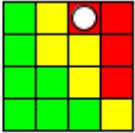
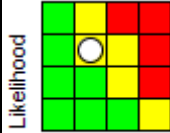

Action no, Title, Owner	Description	Latest Note	Managed By	Latest Note Date	Due Date
GSMD EF 001a Dilapidations Survey	Commissioning of specialist dilapidations survey	Specialist dilapidations surveyor in procurement	Michael Dick	28-Jan-2016	05-Apr-2016
GSMD EF 001b Accommodation Alternative	Search for availability of alternative student accommodation	Meeting with Unite specialist student accommodation provider has taken place, with dialogue continuing on future accommodation availability	Michael Dick	28-Jan-2016	05-Apr-2016
GSMD EF 001c City Surveyor Liaison	Engagement with City Surveyor on action plan	Continuing	Michael Dick	28-Jan-2016	05-Apr-2016
GSMD EF 001d Student Accommodation Strategy	Develop longterm student accommodation strategy	Draft accommodation strategy under review. Visits to Landlords reference sites occurring in January 2016	Michael Dick	28-Jan-2016	05-Apr-2016



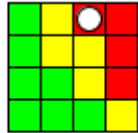
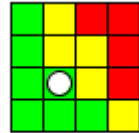

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<b>GSMD FN 001</b> <b>Ability to Deliver a Balanced and Sustainable Model over the School's Business Cycle</b>	<p><b>Cause:</b> Substantial drop in income. Pressures on expenditure. Service Based Review funding cuts of £1m in 17/18. Local risk funding to the School is planned to reduce from over £8m in 2013/14 to £5.3m in 2017/18. Failure to gain additional funding from HEFCE.</p> <p><b>Event:</b> If no action is taken, the School's annual deficit will rise to £3.2m by 2017/18.</p> <p><b>Impact:</b> This is not a sustainable position and the Higher Education Funding Council for England (HEFCE) have been made aware.</p>	 <p>Likelihood</p> <p>Impact</p>	<p>16</p>	<p>Risk 1.1 on Departmental Risk Register</p> <p>The School and the CoL are in direct discussions with HEFCE. Up to date communication and reporting to the Board, CoL and HEFCE. Ongoing discussion and negotiation to effect funding model. Continual review and management of the School's business model.</p> <p>On current funding levels, the School's longterm financial model is unsustainable. This has been materially exacerbated by the City's Service Based Review (SBR) target, reducing City funding to the School by £1m in 2017/18. Over the last year the School has engaged with both HEFCE and the City to determine a strategy that will re-balance the model. Although a number of options have been discussed, these discussions with the School's primary funders are crucial in determining future strategy. Discussions continue with HEFCE concerning the possibility of increased public funding as part of its review of institution-specific targeted allocations (RISTA) scheduled for 2015/16. in the interim the School is working to ensure that the quality of its teaching and the strength of its brand holds within the current volatile environment. The School has put together a plan of action for investing in its capabilities to ensure that it retains its leading position in a</p>	 <p>Likelihood</p> <p>Impact</p>	<p>12</p>	<p>30-Apr-2016</p>	<p>↔</p>

12-Mar-2015 Barry Ife				competitive environment. <b>28 Jan 2016</b>				No change
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Action no, Title, Owner	Description	Latest Note	Managed By	Latest Note Date	Due Date
GSMD FN 001A Securing School Funding	Tuition fee income is planned to grow from £7.5m in 2013/14 to £9.4m in 2017/18. Grants and contracts are also planned to grow, but the School has approached HEFCE for an additional grant to bridge the funding gap caused by the planned reduction in City funding to the School. All other forms of operating income (short courses and summer schools, enterprise and space hire) will also be maximised and costs reduced to an absolute minimum.  Grow income from tuition fees Seek additional public funding to cover reduced City funding, specifically from HEFCE following their review of institution-specific allocations (2015)	Discussions continue with HEFCE to obtain an Institution Specific Funding Award on par with other specialist institutions. Contingency plans are being developed for scenarios where the outcome was either no award or a conditional award only.	Barry Ife	28-Jan-2016	30-Apr-2016
GSMD FN 001B Identify potential savings	Reduce cost to bare minimum compatible with delivering the curriculum to the required specification and maintaining a competitive level of student experience Consider reductions in the range of high-cost theatre-based disciplines (acting, technical theatre, opera and musical theatre)	Ongoing	Barry Ife	28-Jan-2016	31-Mar-2016
GSMD FN 001C Potential merger with another institution	Explore options for merger with a larger, better-funded institution in London, the UK or overseas	Ongoing. Details withheld from this document due to commercial and strategic planning sensitivities	Barry Ife	28-Jan-2016	31-Mar-2016

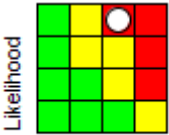
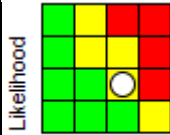
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<b>OSD 005</b> <b>Animal, Plant and Tree Disease</b>  10-Mar-2015 Sue Ireland	<b>Causes:</b> Inadequate biosecurity, buying of infected trees, plants or cattle, spread of windblown Oak Processionary Moth (OPM ) from adjacent sites <b>Event:</b> Sites become infected by animal, plant or tree diseases <b>Impact:</b> Public access to sites restricted, animal culls, tree decline, reputational damage, cost of control of invasive species, risk to human health from OPM or other invasives	 Likelihood	<b>16</b>  <b>Impact</b>	Oak Processionary Moth impact on City of London Open Spaces in 2015 and future plans was presented to Open Spaces Committee in December 2015.  <b>20 Jan 2016</b>	 Likelihood	<b>6</b>  <b>Impact</b>	01-Apr-2016	  No change

Action no, Title, Owner	Description	Latest Note	Managed By	Latest Note Date	Due Date
OSD5 a Monitoring of OPM	Pheromone traps in place, liaison with Forestry Commission task force	Actions ongoing.	Sue Ireland	20-Jan-2016	01-Apr-2016
OSD5 b Treatment of any OPM sites	Treatment will be depend on lifestyle of the OPM but to be undertaken as early as possible	Nests were removed	Andy Barnard; Gary Burks; Martin Rodman; Paul Thomson; Bob Warnock	20-Jan-2016	01-Apr-2016
OSD5 c Cattle biosecurity	Movement of cattle to be controlled to reduce risk of disease	protocols still in place	Andy Barnard; Paul Thomson	20-Jan-2016	01-Apr-2016
OSD5 d Plant and tree procurement	Sourcing to be controlled to minimise spread of disease	Hampstead Heath have engaged with Ponds Project contractors about controls required for trees and plants brought to site	Andy Barnard; Gary Burks; Martin Rodman; Paul Thomson; Bob Warnock	20-Jan-2016	01-Apr-2016

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<b>SUR SMT 005</b> <b>Recruitment and retention of property professionals</b>	<p><b>Cause:</b> A strong property and construction market</p> <p><b>Event:</b> Increasingly attractive remuneration packages offered elsewhere</p> <p><b>Impact:</b> Increased vacancies, objectives unachieved or delivered late, reduced customer satisfaction</p>	<p>Likelihood</p>  <p>Impact</p>	<p>16</p>	<p>This risk details the impact of a strong property and construction market driving increasingly attractive remuneration packages which has resulted in increased vacancies, objectives unachieved or delivered late, reduced customer satisfaction. The department is developing strategies specific to the department that have a particular focus on talent management, reward and retention. There is also a focus on identifying projects or work where value can be added by outsourcing. However, basic pay is now well below market levels, meaning we are only able to recruit less experienced professionals.</p> <p>Mitigation actions include encouraging CoL to adapt and change the approach to Reward and Earnings Package. Career grades are not currently being progressed but research is being conducted and a report is being prepared for Establishment Committee. Town Clerk's Department are also reviewing remuneration packages.</p> <p>The department is establishing other strategies specific to the department that have a particular focus on talent management, reward and retention. Management team meetings are underway with HR who will be identifying people and teams that would face loss and a range of</p>	<p>Likelihood</p>  <p>Impact</p>	<p>4</p>	<p>31-Mar-2016</p>	

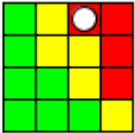
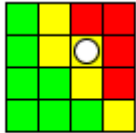
17-Mar-2015 Peter Bennett			strategies to be put into place to limit the effect. This will focus on the need to recruit and retain.  <b>26 Jan 2016</b>					Increased Risk Score
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Action no, Title, Owner	Description	Latest Note	Managed By	Latest Note Date	Due Date
SUR SMT 005a Adopt and Change Approach	Encourage CoL to adapt and change the approach to Reward and Earnings Package	On-going. Career grades are not currently being progressed. However research is being conducted and report is being prepared for Establishment Committee. Town Clerk's Department are also reviewing remuneration packages	Peter Bennett	30-Nov-2015	30-Apr-2016
SUR SMT 005b Develop Workforce Plan	Establish strategies specific to the department that have a particular focus on talent management, reward and retention	Management team meetings are underway with HR. HR are identifying people and teams that would face loss and a range of strategies to be put into place to limit the effect. Focusing on the need to recruit and retain.	Peter Bennett	09-Dec-2015	30-Apr-2016

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<b>SUR SMT 009</b> <b>Failure of implementation and management of the Oracle Property Management System</b>	<b>Cause:</b> Implementation and subsequent management of Oracle Property module to meet business needs <b>Event:</b> Inappropriate technological solution or unsuccessful project management or failure to implement an appropriate management framework <b>Impact:</b> Unable to manage property portfolio / loss of income and poor property maintenance	 Likelihood Impact <b>16</b>	Open issues have been progressed. However there are still some unresolved issues that are being finalised as follows: 1) Data Validation – Archibus interface with Oracle 2) Service Charge – Delayed, still in test environment 3) Argus Interface – Not yet resolved. Data is transferring from Oracle into Argus but is not transferring from Argus into Oracle. 4) Archibus Interface – Near completion.	 Likelihood Impact <b>8</b>	30-Mar-2016	↔

03-Mar-2015 Nicholas Gill				5) OPN Reports – 22 in production (live) remainder with PWC problems in debt reporting. The programme closed at the end of September, we are now moving into a Business As Usual mode <b>27 Jan 2016</b>				No change
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Action no, Title, Owner	Description	Latest Note	Managed By	Latest Note Date	Due Date
SUR SMT 009a Monitor Staff Resources	Monitor staff resources to manage business as usual tasks and project	On-going. Following resignation of key post (Senior Principal Surveyor) resources have been managed to ensure key implementation tasks are successfully completed	Nicholas Gill	27-Jan-2016	30-Mar-2016
SUR SMT 009b Replace core Manhattan functions	Replace core Manhattan functions of rent, leases management and service charge recovery	COMPLETE. Rent, lease management and service charge recover are being managed within Oracle Property Management System.	Nicholas Gill	27-Jan-2016	30-Nov-2015
SUR SMT 009c Ensure efficient use and future management of system -	Ensure efficient use and future management of system- implement Asset Management Information System Ensure Data Loader is able to update projects	Business as usual model, still to be addressed.	Nicholas Gill	27-Jan-2016	30-Sep-2016

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
<p><b>SUR SMT 017</b> <b>Asbestos management</b></p> <p>12-Nov-2015 Peter Collinson</p>	<p><b>Cause:</b> Asbestos present in properties hasn't been managed correctly, with a suitable survey, remedial action undertaken where risks identified and re-inspection undertaken and recorded. Possible exposure of employees &amp; contractors has led to a report being issued to the HSE under RIDDOR</p> <p><b>Event:</b> Exposure to asbestos can lead to serious health risks or death</p> <p><b>Effect:</b> This could result in prosecution, a fine, reputational damage for the City and have an adverse impact on the operation of business</p>	<p>Likelihood</p>  <p>Impact</p>	<p><b>16</b></p>	<p>This identifies risks associated with the management of asbestos. Asbestos present in properties has not been managed correctly and remedial action taken where appropriate. There is the possibility that employees and contractors have been exposed which could lead to serious health risks or death.</p> <p>The City Surveyor has issued a report to the Health and Safety Executive under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The HSE may consider legal action or impose a fine. Another consequence of prosecution, ill health or death of staff or contractors, is the reputational damage caused which could have an adverse impact on the operation of the business.</p> <p>Subsequently the City Surveyor's Department has identified all high risk asbestos and has had suitable remedial work undertaken to reduce and control this risk. A gap analysis has been undertaken to identify where asbestos surveys or re-inspections are not suitable or up to date. A new asbestos surveying contractor has been appointed to undertake all surveys under a short term contract.</p> <p><b>27 Jan 2016</b></p>	<p>Likelihood</p>  <p>Impact</p>	<p><b>12</b></p>	<p>30-May-2016</p>	

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Action no, Title, Owner	Description	Latest Note	Managed By	Latest Note Date	Due Date
SMT SUR 017a Resurvey properties for asbestos	Resurvey sites where existing survey is not suitable and sufficient	5 sites identified where new survey recommended. Funding to be requested for new surveys	Peter Collinson	19-Nov-2015	31-Mar-2016
SMT SUR 017b Survey all properties with no existing survey	Identification of all properties containing asbestos	All properties without an existing survey identified. Funding to be requested for new surveys	Peter Collinson	19-Nov-2015	31-Dec-2016
SMT SUR 017c Annual Re- inspect all properties with asbestos	Inspection of all asbestos	IPG drawings uploaded to Micad - order to be raised for IPG re-inspections directly on Micad  CPG re-inspections to be completed not on Micad - order to be raised	Peter Collinson	20-Nov-2015	31-Mar-2016
SMT SUR 017d Appoint Corporate asbestos contractors	Corporate contract will ensure quality and ease of managing asbestos	Working group developing asbestos framework tender via procurement. Due to go to market early 2016 for August 2016 appointment.	Peter Collinson	30-Nov-2015	31-Aug-2016
SMT SUR 017e Implement Micad asbestos module	Implement Micad asbestos database	All existing asbestos reports for IPG and CPG on Micad compliance module Micad asbestos module underway for IPG-floorplans added. CPG implementing Micad over next 12 months so floorplans will be created and added.	Peter Collinson	20-Nov-2015	31-Dec-2016
SMT SUR 017f No evidence historic asbestos survey actions were implemented.	Warning to be issued to persons who could have been exposed to be dispatched	A new asbestos surveying contractor has been appointed to undertake all surveys, under a short term contract via Procurement. All asbestos data has been identified and collated in Micad Compliance module to provide a single source for all documentation.	Peter Collinson	30-Nov-2015	31-Mar-2016