

COVID-19 Risk Register

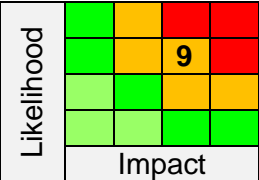
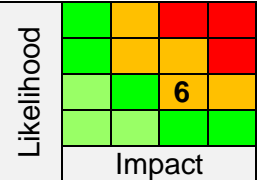
OVERVIEW

RISK		OWNER	INHERENT RISK			RESIDUAL RISK		
			Likelihood	Impact	Total	Likelihood	Impact	Total
CVD1	Risk that Charnwood does not adequately monitor the data relating to COVID-19 and respond appropriately to the fluctuations in infection rates and the changes in tiers	Strategic Director of Environment and Corporate Services	3	3	9	3	2	6
CVD2	Risk that there are inadequate health and safety arrangements for staff, Members and volunteers, resulting in infection by the virus.	Head of Regulatory Services	3	3	9	3	2	6
CVD3	<i>(linked to SR5)</i> Risk that there are inadequate communications arrangements (internal and external)	Chief Executive	3	3	9	2	3	6
CVD4	<i>(linked to SR3)</i> Risk that there are inadequate civil contingency arrangements resulting in failure to respond appropriately to the COVID-19 major incident	Chief Executive	3	4	12	3	3	9
CVD5	<i>(linked to SR4)</i> Risk that there is a significant reduction in income generated leading to a decrease in the financial resources available for service provision and/or to fund corporate objectives.	Strategic Director of Environment and Corporate Services	3	4	12	3	3	9
CVD6	Risk that there is a breakdown in IT service caused by equipment, failure of internet connections, or staff shortages resulting in a reduction or lack of service delivery	Strategic Director of Environment and Corporate Services	3	3	9	2	3	6
CVD7	Risk that a significant number of staff become affected by COVID-19 leading to a reduction in service delivery, specifically in services identified as critical.	Strategic Director of Environment and Corporate Services	3	3	9	2	3	6
CVD8	Risk that because there is a greater level of homeworking due to the pandemic that staff will encounter health issues leading to increased sickness absence and staff retention.	Strategic Director of Environment and Corporate Services	3	3	9	2	3	6

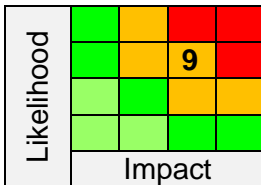
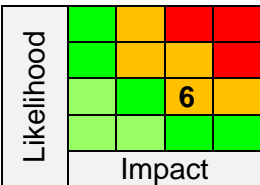
COVID-19 Risk Register

Risk Code and Title	Primary Risk Type	Potential Consequences	Inherent Risk Matrix	Residual (Current) Risk Matrix	Direction of Travel																																																												
CVD- 1 Risk that Charnwood does not adequately monitor the data relating to COVID-19 and respond appropriately to the fluctuations in infection rates and the changes in tiers	Strategic	<p>Officer time diverted from recovery and back to response.</p> <p>Risk of reputational impact as requirement to respond in reasonable way.</p> <p>Increased importance of regular data monitoring Interpretation of rules and regulations (Rule of 6)</p>	<table border="1"> <tr><td>Likelihood</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td></tr> <tr><td></td><td>Green</td><td>Yellow</td><td>9</td><td>Red</td></tr> <tr><td></td><td>Green</td><td>Green</td><td>Yellow</td><td>Yellow</td></tr> <tr><td></td><td>Green</td><td>Green</td><td>Green</td><td>Green</td></tr> <tr><td></td><td>Green</td><td>Green</td><td>Green</td><td>Green</td></tr> <tr><td></td><td></td><td></td><td></td><td>Impact</td></tr> </table>	Likelihood	Green	Yellow	Red	Red		Green	Yellow	9	Red		Green	Green	Yellow	Yellow		Green	Green	Green	Green		Green	Green	Green	Green					Impact	<table border="1"> <tr><td>Likelihood</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td></tr> <tr><td></td><td>Green</td><td>6</td><td>Yellow</td><td>Red</td></tr> <tr><td></td><td>Green</td><td>Green</td><td>Yellow</td><td>Yellow</td></tr> <tr><td></td><td>Green</td><td>Green</td><td>Green</td><td>Green</td></tr> <tr><td></td><td>Green</td><td>Green</td><td>Green</td><td>Green</td></tr> <tr><td></td><td></td><td></td><td></td><td>Impact</td></tr> </table>	Likelihood	Green	Yellow	Red	Red		Green	6	Yellow	Red		Green	Green	Yellow	Yellow		Green	Green	Green	Green		Green	Green	Green	Green					Impact	KEEP UNDER CONSTANT REVIEW
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Current Treatments and Controls	<ul style="list-style-type: none"> • Many of the controls and measures are at a national level • Data reviewed at the weekly COVID Monitoring Group • PHE and PH Leicester and Leicestershire carefully reviewing the data through regular meetings • Charnwood IMT established • Increased LRF activity • Increased testing in affected locations • Increased community messages in affected locations • Review of high risk locations / businesses • Reviewing the use of Council resources • Proportionate communications in the Borough – linked with PH Leicester and Leicestershire 																																																																
Risk Owner	Strategic Director of Environment and Corporate Services																																																																
Planned Future Actions and Responsible Officers).	<u>Description:</u> Ongoing assessment of data and response	<u>Responsible Officer:</u> Strategic Director of Environment and Corporate Services	<u>Target Date:</u> Ongoing																																																														

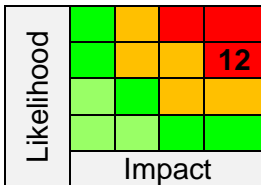
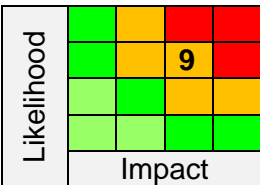
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Risk Code and Title	Primary Risk Type	Potential Consequences	Inherent Risk Matrix	Residual (Current) Risk Matrix	Direction of Travel
CVD-2 Risk that there are inadequate health and safety arrangements for staff, Members and volunteers, resulting in infection by the virus.	Strategic	<ul style="list-style-type: none"> • Sickness absence • Loss of confidence • Reputational damage • Legal action and claims for damages 			KEEP UNDER CONSTANT REVIEW
Current Treatments and Controls	<ul style="list-style-type: none"> • Health & Safety Group established and meeting regularly • Appropriate use and monitoring of stock levels of PPE (personal protective equipment) • Monitoring and applying relevant national guidance • Introduction of extensive home working to comply with social distancing requirements • Use of remote meeting powers for council and committee meetings • Home visit protocol developed and updated. • Generic Risk Assessments in place and communicated to HoS • Longer term DSE assessment developed – outlining potential equipment requirements to be addressed • Consideration of staff returning to the workplace • Return to in person Committee Meetings • Return to office working in line with the lockdown easing 				
Risk Owner	Head of Regulatory Services				
Planned Future Actions and Responsible Officer(s).	<u>Description:</u> <ul style="list-style-type: none"> • Revision to Home Visit Protocol • Generic Staff Homeworking VDU Assessments to be updated • PPE equipment requirements on-going reviewed and inform SLT • Advice for staff regarding testing • Allocation of flu vouchers to protect against seasonal flu 	<u>Responsible Officer:</u> Head of Regulatory Services (Chair of Health & Safety Group)	<u>Target Date:</u> Ongoing		

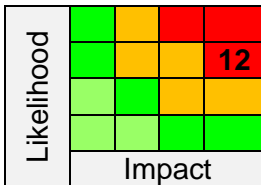
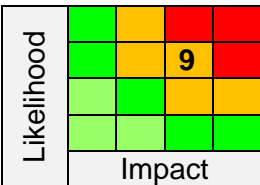
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CVD-3 (linked to SR5) Risk that there are inadequate communications arrangements (internal and external)	Strategic	<ul style="list-style-type: none"> • Major reputational damage and loss of public confidence • Members, residents and staff unaware of latest guidance and developments • Vulnerable groups unaware of potential support options • Businesses unaware of potential grant funding arrangements • Competing demands placed on the comms team 			KEEP UNDER CONSTANT REVIEW
Current Treatments and Controls	<ul style="list-style-type: none"> • Communications team in place using various suitable channels (website, press releases, social media) • Participation in the LRF communications cell • Review of comms resources • Monitor of resources particularly around concurrent incidents • Messages linked to the roadmap to recovery 				
Risk Owner	Chief Executive				
Planned Future Actions and Responsible Officer(s).	<u>Description:</u> Not Applicable	<u>Responsible Officer:</u> N/A	<u>Target Date:</u> N/A		

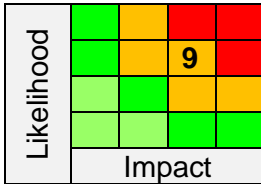
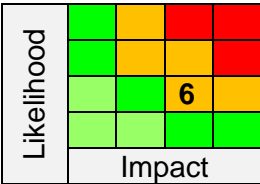
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CVD-4 (linked to SR3) Risk that there are inadequate civil contingency arrangements resulting in failure to respond appropriately to the COVID-19 major incident	Strategic	<ul style="list-style-type: none"> • Inability to respond to affected peoples' basic needs (food, shelter etc) • Adverse effect on the local economy • Major reputational damage and loss of public confidence • Consideration of concurrent events such as flooding, Brexit, terrorism 			KEEP UNDER CONSTANT REVIEW
Current Treatments and Controls	<ul style="list-style-type: none"> • Participation in the Local Resilience Partnership and Forum (LRP and LRF) • Implementation of relevant business grants schemes • Implementation of a 'Community Hub' at John Storer House • Major incident plan updated by LRF • Consideration of the implications of Concurrent incidents and specifically demand and management of rest centres 				
Risk Owner	Chief Executive				
Planned Future Actions and Responsible Officer(s).	<u>Description:</u> Continued participation in LRF's SCG and TCG, and recovery cells Monitor LRF Rising Tide Plan		<u>Responsible Officer:</u> Chief Executive and Head of Strategic Support	<u>Target Date:</u> Ongoing	

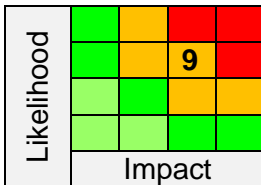
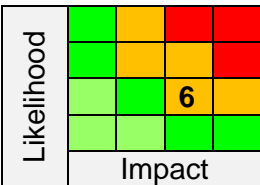
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CVD- 5 (linked to SR4) Risk that there is a significant reduction in income generated leading to a decrease in the financial resources available for service provision and/or to fund corporate objectives.	Strategic	<ul style="list-style-type: none"> • Inability to meet demand for services • Inability to meet statutory duties • Ceasing or reducing some services 			KEEP UNDER CONSTANT REVIEW
Current Treatments and Controls	<ul style="list-style-type: none"> • Budget and revenue monitoring processes • Business continuity planning • Development of budget during the 21/22 financial year • Ongoing review of the funding available from Central Government • Respond to request from Govt through Delta returns • ERDF Funding, Welcome Back Funding and Contain Outbreak Management Funding – still longer term issues to consider when the funding ceases 				
Risk Owner	Strategic Director of Environment and Corporate Services				
Planned Future Actions and Responsible Officer(s).	<u>Description:</u> Review of budget and related strategies by autumn 2021 Monitor at half year point	<u>Responsible Officer:</u> Strategic Director of Environment and Corporate Services	<u>Target Date:</u> Ongoing		

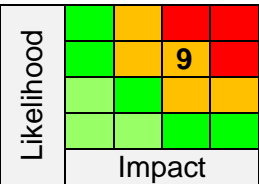
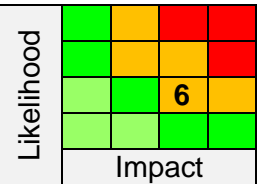
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CVD- 6 Risk that there is a breakdown in IT service caused by equipment, failure of internet connections, or staff shortages resulting in a reduction or lack of service delivery	Strategic	<ul style="list-style-type: none"> Inability of significant numbers of staff to continue with effective home working leading to service disruption Individual risks regarding connectivity 			KEEP UNDER CONSTANT REVIEW
Current Treatments and Controls	<ul style="list-style-type: none"> Secure and resilient IT infrastructure at Network and Server levels Performance and security monitoring in place by key staff and (where appropriate) by suppliers Automated backup schedule, in line with agreed retention policies Ensuring correct and updated contact numbers on emergency contact lists Alternative contacts and secondary responsibilities in place for key functions and tasks Introduction of extensive home working to comply with social distancing requirements Consideration of IT supporting agile working in the recovery phase Consideration of supporting extended working hours Review of individual risk regarding connectivity and solutions considered such as using own devices 				
Risk Owner	Strategic Director of Environment and Corporate Services				
Planned Future Actions and Responsible Officer(s).	<u>Description:</u> Ongoing maintainance of current infrastructure and equipment Linking back to the IT strategy Link to partners Agile working	<u>Responsible Officer:</u> Strategic Director of Environment and Corporate Services	<u>Target Date:</u> N/A		

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CVD- 7 Risk that a significant number of staff become affected by COVID-19 leading to a reduction in service delivery, specifically in services identified as critical.	Strategic	<ul style="list-style-type: none"> Inability to deliver services Availability of tests 			KEEP UNDER CONSTANT REVIEW
Current Treatments and Controls	<ul style="list-style-type: none"> Review of sickness being undertaken through the COVID Monitoring Group Staff skills audit undertaken Critical staff being reviewed regarding testing Redeployment processes in place Maintaining COVID Secure workplaces Monitoring staff who are CEV Promoting vaccine to staff Note - low staff sickness during 2020-21 reporting year 				
Risk Owner	Strategic Director of Environment and Corporate Services				
Planned Future Actions and Responsible Officer(s).	<u>Description:</u> Ongoing assessment of data and redeployment requirements		<u>Responsible Officer:</u> Strategic Director of Environment and Corporate Services	<u>Target Date:</u> Ongoing	

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Risk Code and Title	Primary Risk Type	Potential Consequences	Inherent Risk Matrix	Residual (Current) Risk Matrix	Direction of Travel
CVD-8 Risk that because there is a greater level of homeworking due to the pandemic that staff will encounter health issues leading to increased sickness absence and staff retention.	Strategic	<ul style="list-style-type: none"> • Long term sickness absence – both physical and mental health • Staff retention 			KEEP UNDER CONSTANT REVIEW
Current Treatments and Controls	<ul style="list-style-type: none"> • Revised DSE Assessments compiled • Staff who are struggling are able to return to the office • Equipment being made available and processes being established for collection / delivery / purchase • Regular Health and Wellbeing advice, support and training made available to staff 				
Risk Owner	Strategic Director of Environment and Corporate Services				
Planned Future Actions and Responsible Officer(s).	Act on the responses regarding the DSE Assessment Monitor sickness – especially muscular-skeletal and mental health issues	<u>Responsible Officer:</u> Head of Regulatory Services (Chair of Health & Safety Group)	<u>Target Date:</u> Ongoing		