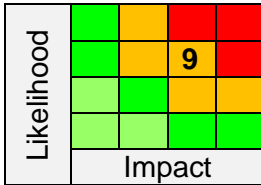
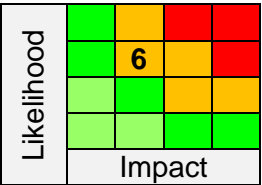


COVID-19 Risk Register

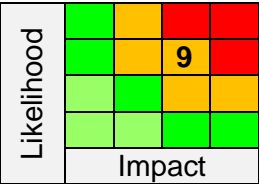
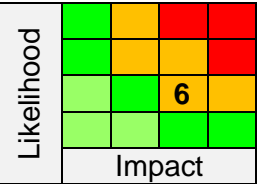
OVERVIEW

| 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 | 2 | 2 | 4 |
| 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 |
| CVD9 | Risk that there following easing of national covid controls, an inadequate corporate response to Variants of Concern, that are not protected sufficiently from the the vaccine roll out and boosters, resulting in significant community outbreaks | Chief Executive | | | | | | |

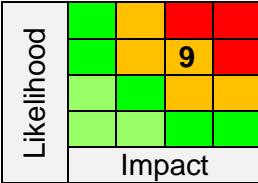
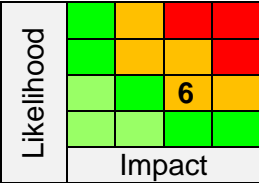
COVID-19 Risk Register

| 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</p> |  |  | KEEP UNDER CONSTANT REVIEW |
| 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 • Greater access to LCC data • 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 | |

COVID-19 Risk Register

| 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 • Updated guidance for the use of office space issued – 07 September | | | | |
| 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 | | |

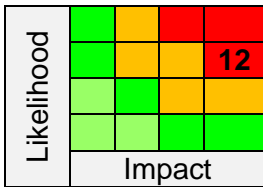
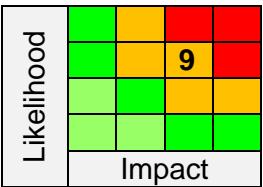
COVID-19 Risk Register

| Risk Code and Title | Primary Risk Type | Potential Consequences | Inherent Risk Matrix | Residual (Current) Risk Matrix | Direction of Travel |
|--|--|---|---|---|----------------------------|
| 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 | | |

COVID-19 Risk Register

| Risk Code and Title | Primary Risk Type | Potential Consequences | Inherent Risk Matrix | Residual (Current) Risk Matrix | Direction of Travel | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|--|--------------------------------|---------------------|--------|-----|-----|-------|--------|--------|----|-------|-------|--------|--------|-------|-------|-------|-------|--|--------|--|--|--|--|------------|-------|--------|-----|-----|-------|--------|---|-----|-------|-------|--------|--------|-------|-------|-------|-------|--|--------|--|--|--|----------------------------|
| 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, terrorism | <table border="1"> <tr><td rowspan="4">Likelihood</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td></tr> <tr><td>Green</td><td>Yellow</td><td>Yellow</td><td>12</td></tr> <tr><td>Green</td><td>Green</td><td>Yellow</td><td>Yellow</td></tr> <tr><td>Green</td><td>Green</td><td>Green</td><td>Green</td></tr> <tr><td></td><td colspan="4">Impact</td></tr> </table> | Likelihood | Green | Yellow | Red | Red | Green | Yellow | Yellow | 12 | Green | Green | Yellow | Yellow | Green | Green | Green | Green | | Impact | | | | <table border="1"> <tr><td rowspan="4">Likelihood</td><td>Green</td><td>Yellow</td><td>Red</td><td>Red</td></tr> <tr><td>Green</td><td>Yellow</td><td>9</td><td>Red</td></tr> <tr><td>Green</td><td>Green</td><td>Yellow</td><td>Yellow</td></tr> <tr><td>Green</td><td>Green</td><td>Green</td><td>Green</td></tr> <tr><td></td><td colspan="4">Impact</td></tr> </table> | Likelihood | Green | Yellow | Red | Red | Green | Yellow | 9 | Red | Green | Green | Yellow | Yellow | Green | Green | Green | Green | | Impact | | | | KEEP UNDER CONSTANT REVIEW |
| Likelihood | Green | Yellow | Red | | Red | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Green | Yellow | Yellow | | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Green | Green | Yellow | | Yellow | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Green | Green | Green | Green | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Impact | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Likelihood | Green | Yellow | Red | Red | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Green | Yellow | 9 | Red | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Green | Green | Yellow | Yellow | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Green | Green | Green | Green | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Impact | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

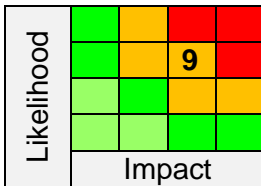
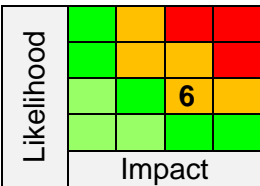
COVID-19 Risk Register

| Risk Code and Title | Primary Risk Type | Potential Consequences | Inherent Risk Matrix | Residual (Current) Risk Matrix | Direction of Travel |
|---|--|--|---|---|----------------------------|
| 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 | |

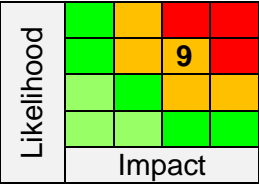
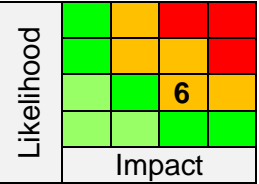
COVID-19 Risk Register

| Risk Code and Title | Primary Risk Type | Potential Consequences | Inherent Risk Matrix | Residual (Current) Risk Matrix | Direction of Travel | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--------------------------------|---------------------|--------|-----|-----|--|-------|--------|---|-----|--|-------|-------|--------|--------|--|-------|-------|-------|-------|--|-------|-------|-------|-------|--|-------|-------|-------|-------|--------|-------|-------|-------|-------|--|------------|-------|--------|-----|-----|--|-------|--------|--------|-----|--|-------|-------|---|--------|--|-------|-------|-------|-------|--|-------|-------|-------|-------|--|-------|-------|-------|-------|--------|-------|-------|-------|-------|----------------------------|
| 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 | <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>Green</td><td>Green</td><td>Green</td><td>Green</td></tr> <tr><td>Impact</td><td>Green</td><td>Green</td><td>Green</td><td>Green</td></tr> </table> | Likelihood | Green | Yellow | Red | Red | | Green | Yellow | 9 | Red | | Green | Green | Yellow | Yellow | | Green | Green | Green | Green | | Green | Green | Green | Green | | Green | Green | Green | Green | Impact | Green | Green | Green | Green | <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>Yellow</td><td>Red</td></tr> <tr><td></td><td>Green</td><td>Green</td><td>6</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>Green</td><td>Green</td><td>Green</td><td>Green</td></tr> <tr><td>Impact</td><td>Green</td><td>Green</td><td>Green</td><td>Green</td></tr> </table> | Likelihood | Green | Yellow | Red | Red | | Green | Yellow | Yellow | Red | | Green | Green | 6 | Yellow | | Green | Green | Green | Green | | Green | Green | Green | Green | | Green | Green | Green | Green | Impact | Green | Green | Green | Green | KEEP UNDER CONSTANT REVIEW |
| Likelihood | Green | Yellow | Red | Red | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Green | Yellow | 9 | Red | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Green | Green | Yellow | Yellow | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Green | Green | Green | Green | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Green | Green | Green | Green | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Green | Green | Green | Green | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Impact | Green | Green | Green | Green | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Likelihood | Green | Yellow | Red | Red | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Green | Yellow | Yellow | Red | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Green | Green | 6 | Yellow | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Green | Green | Green | Green | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Green | Green | Green | Green | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Green | Green | Green | Green | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Impact | Green | Green | Green | Green | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

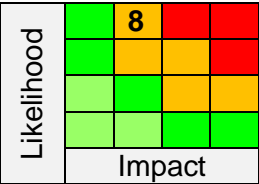
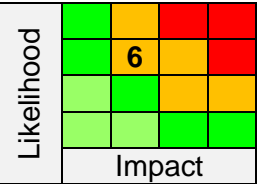
COVID-19 Risk Register

| Risk Code and Title | Primary Risk Type | Potential Consequences | Inherent Risk Matrix | Residual (Current) Risk Matrix | Direction of Travel |
|--|---|--|---|---|----------------------------|
| 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 | |

COVID-19 Risk Register

| 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 | | |

COVID-19 Risk Register

| Risk Code and Title | Primary Risk Type | Potential Consequences | Inherent Risk Matrix | Residual (Current) Risk Matrix | Direction of Travel |
|--|---|--|---|---|----------------------------|
| CVD-9 Risk that following easing of national COVID-19 controls, an inadequate corporate response to Variants of Concern, that are not protected sufficiently from the vaccine roll out and boosters, resulting in significant community outbreaks | Strategic | <ul style="list-style-type: none"> Staff diverted on to a further major incident Effect on staffing Inability to deliver services |  |  | KEEP UNDER CONSTANT REVIEW |
| Current Treatments and Controls | <ul style="list-style-type: none"> Monitor and review levels at Covid Monitoring Group and deploy staff as required. Subject to continuation of Monitoring Group – review levels at SLT. Update Local Emergency plan to reflect future approach and need to escalate actions. Retention of PPE as necessary to deploy. Use of COMF to ensure staff resources and resilience remains in place for 2021-22. Support and facilitate local IMT and OCTs set up. | | | | |
| Risk Owner | Chief Executive | | | | |
| Planned Future Actions and Responsible Officer(s). | Monitor data from central Government and local resilience forum | <u>Responsible Officer:</u> Head of Regulatory Services (Chair of Health & Safety Group) | <u>Target Date:</u> Ongoing | | |