

Operational Risks Summary Sheet

Update on High Level Risks

Risk Ref	Risk Description	Existing Controls	Current Risk Rating			Movement	Risk Response/Update on action required
			Oct-20				
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SC7 Street Care	Risk of unmaintained trees wholly or partly falling on persons/property and other infrastructure resulting in an increase in the likelihood of prosecution by HSE or claims against the Council, as well as reputational risk.	Woodland management plans that have been negotiated over the last 4 years have now been approved and are beginning to be implemented to manage woodland edge trees over a 10-year period. However, a risk remains for non-woodland trees such as all parks, country parks, Housing properties allotments, and commercial properties where we are landlord, for which there is no proactive system All tree works at present carried out are on a reactive basis.	4	5	20	↑	COMMENT OCT 2020: Senior management have agreed to employ a tree officer to undertake tree survey. Job description has been written and further review of this role is being undertaken by Planning who will jointly be funding the role and it will then be waiting for approval. The Impact Risk score has increased from L3 to L4 as there have been several events during the summer involving damage to property and death of a dog. Potential exists for a human fatality, with attendant Corporate Manslaughter charges.
EH1 Env. Health	Breach of Health & Safety Regulations from council activities caused by insufficient management of risk or activity controls to enable safe service delivery	<ul style="list-style-type: none"> Review of current data systems for H&S compliance and Director level (GC) support requested to facilitate robust software systems to maintain compliance for Corporate and Housing. All service areas have received training in risk assessment and health and safety management New activities and events are supported and overseen to enable proportionate controls and measures to be put in place to reduce or eliminate the Council's exposure to the risks of service delivery. Mobilisation group for Housing R&M contract established and being supported and monitored to enable success. 	3	5	15	↔	COMMENT OCT 2020: Good progress is being made with Housing Compliance and addressing their risks factors. Regular meetings to review Housing Compliance take place and are providing confidence that this area is actively managing its risks in a proactive manner and continue to build with resources they need to become resilient and compliant. However, Corporate Compliance within Asset and Facilities Management does not have the adequate level of support or technical officers to manage the compliance risks and requires an urgent investment to significantly improve this position.

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H8 Housing	Failure to manage assigned budgets effectively resulting in financial loss. Potential causes are: - poor contract management - poor monitoring of costs - lack of adequate cost approval controls - incorrect coding	<ul style="list-style-type: none"> • Repairs contract meetings • Budget holders trained in Collaborative Planning & Procurement • Accountant assigned to department • Regular CP/budget meetings 	3	5	15	↑	COMMENT OCT 2020: Budgets are monitored monthly and currently an overspend in repairs is anticipated due to the lack of planned works in the past 5 years and the implementation of new servicing regimes which are seeing a larger generation of works being highlighted.
SC6 Street Care	Risk of subsidence to private, commercial and borough owned properties due to water abstraction by Council owned trees, resulting in an increase in claims against the Council	All tree works at present carried out are on a reactive basis.	3	4	12	↔	COMMENT OCT 2020: Senior management have agreed to employ a tree officer to undertake tree survey. Job description has been written and further review of this role is being undertaken by Planning who will jointly be funding the role and it will then be waiting for approval. The Impact Risk score has remained the same at L3 as subsidence cases continue to be brought to the council which are difficult to contest without a risk strategy for areas of the borough.
PL6 Planning	Increased workload due to: - Increase in applications - Changes in legislation - Failure to have files sorted and uploaded - Loss of key staff - Difficulty recruiting to vacant positions	Keep up to date with legislation proposals and changes. Contribute to development of corporate staff retention programme. Ensure temporary staff resource is in place in case of loss of staff and advertise for permanent replacement of vacant post	3	4	12	↔	COMMENT OCT 2020: Several vacancies remain open as decision made not best time to recruit in current situation. Applications have reduced recently so haven't felt impact yet.
EH5 Env. Health	Capacity of Environmental Health Pollution and Private Sector Housing Team insufficient to maintain adequate response to service requests.	Recruitment of staff to replace leavers within a reasonable time frame - currently post vacant since January 2019. Remaining staff have to cover workload until recruitment completed.	3	4	12	↔	COMMENT OCT 2020: Environmental Health Technician is 'acting up' to cover one Environmental Health Officer role from January 2020 Two agency staff have been appointed wef 27/1/20 and 3/2/20 on three-month contracts, however the additional costs of agency contracts will not be sustainable over a long-term period. We are looking to readvertise two EHO/Technical Officer posts soon to try to replace the agency officers

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COMS4 Community Services	Failure to deliver a clear Leisure Strategy for the future of leisure facilities in Brentwood. Unable to Identify risk and liabilities for Brentwood Centre, Community Halls and Hartswood Golf Course, Play Areas and recommend options for the future	Leisure Strategy has been agreed by Members Feasibility/business plan in progress for King George's Playing Fields. Agreement to extend the current agreement with BLT with break clause from June 2019 onwards. Budget agreed for KGPF and 5year Play Area Improvement programme	3	4	12	↔	COMMENT OCT 2020: Report to Ordinary Council on 7 October set out recommendations to cease support, delegate authority to negotiate exit strategy. Workstreams have been established to provide a smooth transition.
H13 Housing	Failure to manage Drake House Fire Risk	Gerda box has been installed and all relevant documents to support the fire service placed in there. All communal areas have been cleared of bulky items Dedicated project manager in place to ensure remedial works conducted	3	4	12	↔	COMMENT OCT 2020: 2 guards on site every evening from 9pm to 6am and conducting hours walk around to check for fire risks. FRA works commenced in block anticipated to take 21 weeks. .
H2 Housing	Failure to comply with asbestos regulations resulting in possible death or serious illness from asbestosis, due to: - works undertaken without proper protection - incidental damage to structures where asbestos is present - incomplete asbestos register	Asbestos Management Surveys being undertaken in all void properties and Major works properties. All communal area Management surveys completed. Incidents notified as per regulations H&S asbestos Steering Group considers asbestos risk, management and reporting of incidents. Licensed asbestos removal company contracted. CUBE appointed to complete all surveys. All staff receive asbestos awareness training annually.	2	5	10	↔	COMMENT OCT 2020: Contracts now live for new consultants and a large piece of work to remove licensed asbestos has already been successfully undertaken. New programme of inspection implemented to be completed within 12 months.
H9 Housing	Failure to manage new build schemes and the supply of new housing resulting in resident dissatisfaction and financial loss.	Contract Management meetings in place. Resident liaison in place.			0	Closed	COMMENT OCT 2020: This risk is to be amalgamated with strategic risk 9, Failure to Spend Capital Receipts, and the risk description updated to 'Failure to deliver the Council's Strategic Development Plan'.