

Agenda Item 11

Neighbourhoods RISK REGISTER – March 2016

	Risk Description, Causes, Consequences and Horizon	Risk Owner	Current Risk Management Arrangements (Current Mitigation) Responsible officer (RO):	Status of Current Mitigation	Current Risk Like/Imp	Target Risk Like/Imp	Further Actions Required	Timeframe for Action	Responsible Officer for Action	Risk Review Period
1.	Managing Health and Safety matters across the directorate									
	<p>Risk Description: Death and injury of citizens and staff as a result of BCC being a sizeable landlord or through other services use of plant.</p> <p>Causes Fire, asbestos etc not having robust plans to deal with known hazards. Non compliance with safety regulations etc, failure of routine/planned maintenance. Failure to design safe buildings (Construction Design and Management regulations). Operatives' use of plant and appropriate communications and guidance. Poor training. Poor maintenance of plant and equipment.</p> <p>Consequences Death, cost of court cases, reputation, confidence.</p> <p>Horizon: ongoing</p>	All Neighbourhoods Service Directors	<p>CHaSM s are regularly completed and updated – all managers</p> <p>Designated officer to support managers in mitigating risks – Martin Dunphy</p> <p>Maintenance of vehicles through Transport services – Nick Gingell</p> <p>Induction training and team briefing training on safe use of plant. – all managers Refresher training provided on a 2-3 year cycle – Gillian Douglas</p> <p>Housing Delivery:</p> <p>Fire safety policy in place inc. Fire risk assessments+ accelerated programme of works to address risks/issues ongoing. (N Debbage)</p> <p>Asbestos strategy/inspection regime in place + agreed processes for safe removal/encapsulation in line with Regulations. (N Debbage)</p> <p>Rolling 1 year (gas) and 10 year (electrical) safety checks on all properties/appliances (G Durden)</p> <p>Rolling samples of communal water systems for Legionella in place Risk assessment in place for domestic systems (G Durden)</p> <p>Regular checks of lift operations (min. 6 monthly) (G Durden)</p> <p>CDM Co-ordinators in place to prevent/manage all H&S issues on</p>	<p>On track</p> <p>On track</p> <p>On track</p> <p>On track</p> <p>On track</p> <p>On track</p> <p>On track</p> <p>On track</p> <p>On track</p>	Probable/significant (8)	Probable/Significant (8)		Ongoing, via quarterly returns from Service Managers.	Steven Barrett	Annual

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		all capital and Revenue programmes (N Debbage, G Durden, Z Naylor) The management, testing and maintenance of all Health and safety-related issues within Neighbourhoods is a day-to day, business as usual activity, built into works programmes and plans. Quarterly feedback of information from Neighbourhoods Corporate Safety Rep – Steven Barrett	On track On track						
2. Waste Management									
Risk description: Ensuring effective delivery of the waste contract Cause: Poor contract management (Quality and cost), ineffective service delivery. Consequence: Reputation loss, public health risk, higher costs, Horizon: Short / medium term	Gillian Douglas/ Netta Meadows	Kier contract has been mutually terminated with Bristol Waste Company, a Teckal company taking on the contract from Aug 2015. Performance management arrangements in place, overseen by scrutiny and shareholder, to ensure improvement in service standards.	Aug 2015 Quarterly reporting 2 attendances at scrutiny	Possible/ Critical (12)	Unlikely/ Critical (6)	Consideration of service delivery model for future service. Options appraisal to be produced leading to a decision by Mayor in August 2016. Scrutiny input planned prior to decision being taken	Dec 15 – Aug 16	Netta Meadows	
3. Public Health – health protection systems									
Risk description: Failure of the health protection system, including failure to protect the public from infectious diseases and emergency incidents Cause: Fragmentation of existing systems , partners undergoing re-organisation and capacity is a significant issue. Consequence: Preventable death/ illness from infectious diseases. Horizon: ongoing	Becky Pollard / Di Robinson	A Health Protection Committee has been established, chaired by the DPH to provide assurance that local plans are in place to prepare for and manage public health emergencies. The role of the HPC is to ensure that partners work together and discussions about pathways and gaps in provision can be discussed – Becky Pollard Discussions underway to support a small EHO team to address the backlog in Food Safety inspections with Public Health funding in accordance with FSA audit	All on track	Unlikely/ Critical (6)	Unlikely/ Critical (6)	Implementation of a pathway for homeless patients with Tuberculosis Food safety needs to be included in the Good Food agenda Submission to public health funding panel Development of prototype of a new Food Safety Service is being developed with the	March 2016 March 2016 April 2016 March – September 2016	Sophie Prosser Sally Hogg/Adrian Jenkins Di Robinson/ Becky Pollard Nick Carter	Bi-annual

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			<p>Bristol Immunisation and Vaccination group has been set up and will report to the Health Protection Committee</p> <p>An out of hours rota has been set up which means that environmental health are able to work with Public Health England should an incident arise out of house.– Adrian Jenkins</p> <p>Range of emergency plans in place and regularly tested with reports on lessons learned and action plans– Simon Creed</p> <p>An Annual Health Protection Assurance Report is presented to the Health and Wellbeing Board. The report highlights achievement, gaps and priorities in the health protection system for the next year.– Becky Pollard</p> <p>A pathway for homeless patients with Tuberculosis has been implemented</p> <p>A testing exercise has been held to test how well the system will respond to an outbreak of an infectious disease. The learning from this event is to be reported to the Health Protection Committee</p>				<p>Food Standards Authority, which will take into account restricted resources in the Local Authority</p> <p>Discussions underway to establish Bristol-wide screening co-ordinating group with NHS England.</p>	June 2016	Sophie Prosser/Sally Hogg	
4. Public Health – Commissioning										
	<p>Risk description:</p> <p>The current providers of children and young people’s community health services, including health visiting and school nursing, have given notice on their contract to end at 31/03/16. The new contract is currently being commissioned and due to commence 01/04/2017. These services are mandated nationally and must be delivered.</p>	Becky Pollard	<p>Interim providers commissioners group has been organised led by Bristol CCG who are the lead commissioner. - Anne Colquhoun and Rebecca Cross attend this meeting.</p> <p>A provider for 2016/2017 has been secured as Sirona in partnership with AWP and Bristol Community Health.</p>	Complete	Unlikely / critical	Unlikely / critical				

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	<p>Cause: Notice given by current provider not to extend contract until 2017</p> <p>Consequence: An interim provider must be secured to ensure continuous service provision.</p> <p>Horizon: Interim provider identified by August 2015 to commence service provision in April 2016.</p>									
5. Public Health – clinical safety										
	<p>Risk description: Failure to assure the clinical safety of services we deliver or commission.</p> <p>Cause: Poor contract management and contract delivery</p> <p>Consequences: Legal liability and loss of contracts. Loss of grant if fail to deliver.</p> <p>Horizon: Until clinical governance system is established</p>	Becky Pollard	<p>The Director of Public Health is overseeing the development of a clinical governance framework working with Bristol CCG</p> <p>Robust contract management arrangements are in place.</p> <p>Preliminary meeting taken place with CCG lead for clinical governance and partnership working arrangements discussed.</p> <p>System needs to be set up to formalise these arrangements.</p>	<p>In development</p> <p>Current</p>	Likely/ Significant (10)	Possible/ Significant (6)	<p>Put in place clinical governance system commissioned through CCG or other appropriate NHS body through the following actions:</p> <ul style="list-style-type: none"> - Determine Terms of Reference - Finalise clinical governance system 	May 2016	Becky Pollard/ Barbara Coleman	Quarterly
6. Public Health – grant										
	<p>Risk description: In year cut to the public health ring fenced grant in 2015/16 and uncertainty of public health grant allocation for 2016/17.</p> <p>Risk</p> <p>Inability to meet existing public health commitments and budget alignments to support the MTFP.</p> <p>Potential risk of service reductions in both mandatory and non-mandatory public health services (including sexual health, health checks, health visiting and school nursing services, drug and alcohol services)</p>	Becky Pollard	<p>Current Risk Management</p> <p>To lobby Department of Health through its current consultation process for a 6.2% cut in public health grant funding to all local authorities across England.</p> <p>To identify potential areas of savings within the current public health budget to minimise negative impacts on the health of the local population (including underspends and reserves)</p> <p>Arrangements (Current Mitigation)</p> <p>Produce a short and medium term financial strategy to take account of funding reductions and savings requirements</p>	Complete			No further outstanding actions needed			Fe

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		6.2% in year reduction has been identified and managed within current year.							
7. Knowledge, skills and expertise gap									
<p>Risk description: Reduced expertise and experience resulting from voluntary severance</p> <p>Cause: Reduced level of knowledge and expertise within redesigned services, post restructure</p> <p>Skills shortage could result in failure to comply with statutory duties:</p> <ul style="list-style-type: none"> • Environmental Health Officers • Public Protection Officers • Housing Officers • Specialist/technical staff, eg, Quantity Surveyors, Project managers <p>Consequence: Reduced capabilities to deliver services to citizens</p> <p>Horizon: Short to medium term</p>	Alison Comley	<p>Skills gap analysis, completed December 2014 – Sarah Johnston</p> <p>Identify pinch points/areas of concern within the Directorate</p>	<p>Current</p> <p>Current</p>	Probable/ Significant (8)	Possible/ Significant (6)	<p>Creation of Directorate specific Workforce Development Plan</p> <p>Programme of activities to address identified skills gaps</p> <p>Develop targeted recruitment/retention strategy for Directorate</p>	<p>July 2015</p> <p>August 2015 onwards</p> <p>March 2016</p>	<p>Sarah Johnston</p> <p>Sandra Farquharson</p>	March 2016
8. Housing Revenue Account – maintain a balanced HRA 30 year business plan									
<p>Risk description: Unviability of the HRA</p> <p>Causes: Changes to rent policy and welfare benefit reform reducing income</p> <p>Consequences: Lack of ability to deliver planned services, requirement to cut spending plans/reduce services</p> <p>Horizon: ongoing</p>	Steve Barrett / Mary Ryan	<p>Regular updating and external review of HRA 30-year business plan, consultation on revised strategy and resulting budget implications</p> <p>Responsible officer (RO): Mary Ryan/Steve Barrett</p>	On track	Probable/ significant (8)	Unlikely/ significant (4)	HRA budget for 2016/17 has been agreed at Cabinet. Over the year 16/17 we are undertaking extensive consultation with stakeholders on different options in order to deliver a balanced 30-year business plan from 2017.	2016/17	Nicky Debbage	Bi annual

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9. Tree Management – maintain a rolling programme of tree management works across the city										
	<p>Risk description : risk of trees falling as a result of failure under certain weather conditions and/or due to disease</p> <p>Causes : the council has 100,000 trees. Severe weather conditions and/or disease can lead to tree failure.</p> <p>Consequences : if not managed effectively a tree may fall and present a risk to the public, staff and infrastructure</p> <p>Horizon : ongoing</p>	Becky Pollard/Gillian Douglas	Clear tree management process that responds to HSE and HSW Act recommendations/guidelines. Risk based approach to managing trees with trees that are deemed to be high risk being felled.		Possible/critical	Possible/significant	Where trees are subject to diagnostic tests or close monitoring, risk assessments should be updated on Confirm from the time that regular monitoring starts and where necessary the cyclical inspection regime made more frequent for that particular tree. Review resourcing of tree management by services that require input from the tree Management Team e.g. Cemeteries and Crematoria	2016/17	Guy Fishbourne	Quarterly