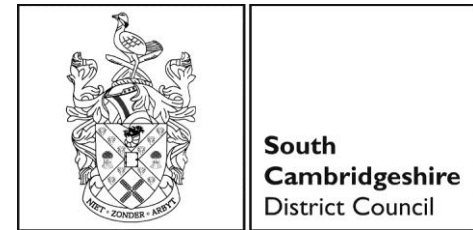


**Appendix C
Strategic Risk Action Plans
June 2009**



No: 1	Pandemic 'flu
Owned by:	Corporate Manager – Health & Environmental Services
Risk scores:	Current: A1; Target: A4

Action/controls already in place	Adequacy of action/control to address risk	Required management action/control	Responsibility for action	Review frequency	Key dates
Avian 'flu risk assessment	National alert system	Continue to monitor through website and pandemic 'flu Strategic Gold Briefings.	Corporate Manager (Health & Environmental Services)	Six-monthly	Production of service plans

Action/controls already in place	Adequacy of action/control to address risk	Required management action/control	Responsibility for action	Review frequency	Key dates
<p>Pandemic 'flu risk assessment</p>	<p>WHO alert level 6; Cambs and Peterborough Pandemic flu plan activated and preparations/ actions well advanced SCDC represented on Incident gold and SCDC comms team at Comms gold meetings; Intelligence being shared. Containment policy being applied: antiviral collection and disposal points in place, National information leaflet drop, national flu information line in place; regional assessment centre operational</p>	<p>Dependant upon how the situation develops/ escalates. Implementation of plans proportionate to incident</p>	<p>CM (HES)</p>		

Action/controls already in place	Adequacy of action/control to address risk	Required management action/control	Responsibility for action	Review frequency	Key dates
Annex to business continuity plan agreed	Preparation for SCDC response implemented: e.g. Staff/DEMT briefings, PFH receiving updates; alcohol hand washing facilities on order; closed bins purchased; hard surfaces cleaning enhanced; polling stations checked for hand washing facilities and posters designed; CExe briefed weekly; SITREPs compiled. Reinforced Catch it; Bin it; Kill it message. Article in SC Mag. Mutual aid arrangements have been agreed.	Implementation of plan proportionate to incident	CM (HES)/ Health & Safety Adviser		In line with recommended timescales
A local Business Continuity Plan desktop exercise has been planned					
Various national and regional exercises are taking place	Live exercises. Run through of anti-viral algorithm to predict staffing levels.				
The BT national FluLine has been approved and is planned for completion by April 2009	Arrangements in place to cover				
National preparedness has improved	National preparations ongoing				

No: 2	Equalities
Owned by:	Executive Director
Risk scores:	Current: B2; Target: C3

Action/controls already in place	Adequacy of action/control to address risk	Required management action/control	Responsibility for action	Review frequency	Key dates
<p>The authority has already adopted and implemented various equalities policies.</p> <p>Relevant officers are aware of equalities legislation and are preparing appropriate policies and procedures for adoption and implementation.</p>	<p>Officers are not always specialists in particular equalities matters.</p> <p>Capacity is tight to (a) prepare and implement new policies and procedures; and (b) assist with surveys etc and carry out equality impact assessments.</p>	Adopt and implement policies and procedures re forthcoming equalities legislation	Lead officers	Monthly	Due dates
		Forward planning to include identification of future equalities issues and assessment of their impact	Executive Director	In line with: Forward plan	In line with: Forward plan
		Relevant service plans to include such items	Service managers	Service plans	Service plans
		Relevant officers to attend appropriate briefing and training on equalities issues	Relevant service managers	When relevant	When relevant
		Relevant officers to seek advice on best practice etc from competent authorities	ditto	ditto	ditto
Equalities training for Members held on 8 January 2008.	18 out of 57 Members attended.	Further training is included in the Equality Action Plan	Chief Executive and Leader		June 2009

Action/controls already in place	Adequacy of action/control to address risk	Required management action/control	Responsibility for action	Review frequency	Key dates
Equalities training for all staff, July to October 2008.	90% of staff trained.	Remaining 10% of staff and new starters to be trained	Chief Executive, Corporate Manager (Planning Services), and corporate managers	Monthly	June 2009
Steering group set up to lead on equalities.	New terms of reference and focus agreed, January 2009.	Looking at specialist training for steering group members.	Policy & Performance Manager	ditto	June 2009
Level 1 of equalities standard achieved in December 2007; programme to achieve level 2 in place.	Depends on implementation.	Regular monitoring.	Executive Director	ditto	June 2009
Executive Director to champion equalities.	The Executive Director chairs the steering group.				
Equalities Impact Assessment programme started with pilots.		Effective management of programme.	Policy & Performance Manager, Equalities and Diversity Officer and corporate managers	ditto	March 2009
A report went to Senior Management Team on single status and ongoing work.	Work is in hand to address any issues arising regarding single status.	Discussions with unions to identify and address any outstanding issues. Action plan.			
Work starting on new job evaluation and pay and grading structure.					

Action/controls already in place	Adequacy of action/control to address risk	Required management action/control	Responsibility for action	Review frequency	Key dates
Project steering group set up on equal pay with the unions.					
Disabilities Panel established with disabled groups to comment on relevant aspects of planning applications.	Panel meeting regularly; applications going to it for consideration; some appropriate amendments already achieved.				
<p>Specific policies to go to Cabinet throughout the year:</p> <ul style="list-style-type: none"> • Comprehensive Equalities Policy • Race Equality Scheme • Disability Equality Scheme • Gender Equality Scheme • Gipsy and Traveller Strategy 			Equality & Diversity Officer		<ul style="list-style-type: none"> • April 2009 • Sept 2009 • Jan 2010 • Sept 2009 • Sept 2009

No: 3 **EU Services Directive**
 Owned by: Corporate Manager – Health & Environmental Services
 Risk scores: Current: B2; Target: C3

Action/controls already in place	Adequacy of action/control to address risk	Required management action/control	Responsibility for action	Review frequency	Key dates
Working group to oversee the project	Members of group identified. Corporate Manager – Health & Environmental Services is single point of contact; Survey returns to BERR completed Readiness level 2 achieved for point of single contact	Group to meet and develop work plan	Corporate Manager – Health & Environmental Services	To be determined	As defined by the Department for Business Enterprise and Regulatory Reform (BERR) readiness levels
Review local policies to ensure they are not discriminatory against particular industry sectors		Review to be undertaken	Working group		
Review back office IT systems to ensure that on-line applications and payments could be made for all services		Assessment to be made Decision on replacement of Environmental Health system required Draft standard national forms to be considered	Working group and Head of ICT, ICT Steering Group, Corporate Manager – Health & Environmental Services		

<p>No: 5 Delivering efficiency and other savings Owned by: Chief Executive (previously Corporate Manager – Finance & Support Services) Risk scores: Current: B3; Target: B4</p>

Action/controls already in place	Adequacy of action/control to address risk	Required management action/control	Responsibility for action	Review frequency	Key dates
Identification and implementation of efficiency and other savings of £325k w.e.f. 2009/10.	Planning Services and New Communities are going to trial “Systems Thinking” methodology in their corporate areas.		Corporate managers, Planning & Sustainable Communities and New Communities	Monthly	2009/10
Investigate opportunities for conducting e-auctions and recommend way forward to SMT	Completed; report presented to SMT in May 2009.	<p>Carry out formal procurement exercises for the contracts identified in the report, with an option to undertake an e-auction as the final stage if appropriate.</p> <p>Continue research into more economical ways for the Council to undertake e-auctions.</p>	Procurement Officer		<p>In line with procurement project timetables.</p> <p>July 2009.</p>