

Risk Profile: Covid 19 Council response to provide help to local community, NHS and other public services whilst maintaining a safe skeleton service operation Roadmap out of Lockdown. April 2021 and medium term.

Satisfactory risk assurance AMBER 4

There are currently 14 risks on the register. There are now seven high risks resulting in an average gross risk score of eight. There is enough mitigation in place to reduce the gross risk score rating to an overall **average score of five (amber)***.

Top 7 Risks: (ranked by priority band, numbering is for referencing purposes only)

- 9/10 Staff wellbeing:** Working remote from council offices, handling distressing calls at home away from fellow team members for the medium to long term may result in low staff morale; wellbeing and increased stress and therefore absence.
- 17/27. IT Cybersecurity:** remote working compromises cyber security.
- 24: Failure to adequately protect our staff** and undertake thorough activity risks assessments as they undertake Covid 19 visits to residents and premises a s part of the OCC pan wide activity may result in staff contracting Covid and may lead to potential injury claims in the future
- 29: Finance:** Failure to realise increased revenues streams and lack of sustained Government funding (Grants etc) in the medium to long term may result in council deficit and inability to deliver key programmes and projects.
- 31: Roadmap out of Lockdown:** Failure to anticipate the impact of national roadmap on our districts (increased number of events that require council sign off to opening of hospitality venues) results in increased workloads for our staff and unexpected errors following Covid protocols.
- 34: Recovery roadmap: Failure to identify opportunities and anticipate the impact the requirements of recovery road map may have on our districts in the medium/long term** after lockdown may result in missed opportunity to put in place new efficiencies which may impact on our council services; community resilience and vulnerable residents.
- Risk 35: Failure to prevent fraud when managing test and trace isolaton payments and business grants** may result in loss of revenue and reputation

The remaining seven risks are amber with an average gross risk score of six, after mitigation the average net risk rating is reduced to 3 (green). This is the fifteenth review of risks at the monthly triage meeting.

*The risk score is an average net risk score across the risk profile

New Risks:

- Risk 35: Failure to prevent fraud when managing test and trace isolaton payments and business grants** may result in loss of revenue and reputation
- Lack of transparency as to allocation of a variety of grants and dscretionary payments from Central government to districts councils** to support vulnerable groups
- Risk 29: Finance:** Failure to realise increased revenues streams and lack of sustained Government funding (Grants etc) in the medium to long term may result in council deficit and inability to deliver key programmes and projects.
- Risk 31: Roadmap out of Lockdown:** Failure to anticipate the impact of national roadmap on our districts (increased number of events that r
- Risk 34: Recovery roadmap: Failure to identify opportunities and anticipate the impact the requirements of recovery road map may have on our districts in the medium/long term**

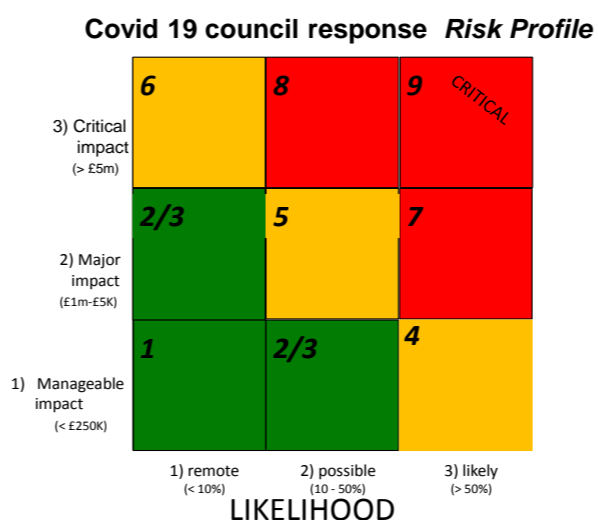
Areas of concern:

- Risk 29: Finance:** Failure to realise increased revenues streams and lack of sustained Government funding (Grants etc) in the medium to long term may result in council deficit and inability to deliver key programmes and projects.
- Risk 17/27: IT Cybersecurity:** remote working compromises cyber security. Mitigation is in place to ensure staff are made aware of the types of behaviours that may compromise IT security whilst working at home. However again this should be a regular update whilst we must ensure Capita firewalls are resilient.
- Risks 9/10 - Staff wellbeing** though there is enough mitigation in place to reduce the gross risk score this will require constant review throughout this pandemic and when we return to the office. More emphasis on this due to roadmap out of lockdown announcement of delay to July 2021..

Completed risks:

- 30: Asymptomatic testing:** Failure to adequately support the staff and manage the asymptomatic test centre at The Beacon may result in delay in testing in the districts as well as potential infection of staff.
- 32: Elections:** failure to deliver a covid safe election in May could result in a rise in Covid infections across the districts amongst staff and residents
- 33: Council meetings:** Failure to ensure covid safe council meetings as stipulated by central government could result in a rise in Covid infections across the districts amongst staff and residents.
- Risk 16: IT infrastructure:** VPN is unavailable for access, stopping users from logging into the network and access council data and applications
- Risk 23: D20 Failure to anticipate the potential impact** of the winter weather; Brexit (no deal) and Covid 19 on our districts resulting in economic and health hardship for the districts.
- Risk 28: Vaccination roll out:** Failure to adequately support the roll out of NHS Covid 19 vaccination programme due to lack of clarity as to requirements may hinder mass vaccination in the districts and therefore extend lockdown
- Risk 18: Council BAU:** Failure to ensure the council statutory and key services are not compromised

Covid 19 Council response to provide help to local community, NHS and other public services whilst maintaining a safe skeleton service operation during roadmap out of lockdown April 2021 and medium term



ased workloads for our staff and unexpected errors following Covid protocols.

Risk No/Ref	Risk area	Risk description/ consequences	Gross risk rating	Risk owner	Mitigation actions	Action owner	Net risk rating	Tolerable Y/N	Further mitigation actions if required	Review by when
9/10	Staff wellbeing	Working remote from council offices, handling distressing calls at home away from fellow team members for the medium to long term may result in low staff morale; wellbeing and increased stress and therefore absence.	8	Mark Stone	Regular staff comms. Flexible working policy as set out via HR comms. Re assurance from council that everyone will get paid. Everyone urged to have virtual activities with teams and regular catch ups. Emphasis on HOS and managers to ensure the wellbeing of their team is key and review staff working hours if they take a break and adequate amount of time off. Ongoing strategic HR support, and regular meetings between HR and Unison. New regular pulse surveys have been set up to gauge staff feelings regarding wellbeing to enable SMT to review and take action if needed to address wellbeing issues. Several surveys have been undertaken and lessons learnt. Combined with SMT Q&A sessions monthly to ensure communication with all staff.	James Carpenter	5	Y	Regular monitoring and review at triage and SMT. BRP process helps to identify business and service critical to allow prioritisation of staff workloads.	June 2021

					<p>We had partially reopened 135 for staff who wish to work at 135 for wellbeing with need to stipulate that this is only for those who are unable to work from home or have unsuitable space or equipment at home. This will be relaunched as soon as we are able in line with national restrictions. New resilience and wellbeing initiatives introduced. All staff were given an extra day's holiday over Christmas (Christmas eve)</p> <p>Mgt support ongoing as well as flexitime to manage workload. Schools are now open, and this may alleviate some of the pressure of home working Successful roll out of vaccinations, increased availability of test kits and publication of roadmap out of lockdown has provided some key dates to help plan for gradual reopening of 135. Staff wellbeing initiatives virtually such as novel ideas etc. Everyone urged to take holidays.</p> <p>Staff and teams urged to meet for informal team coffee and lunch outdoors on a regular basis. Net risk to amber5</p>					
35	Finance	Failure to prevent fraud when managing test and trace isolation payments and business grants may result in loss of revenue and reputation <i>Transfer and merged from South and Vale Corporate risk registers(58/60 and 52/54)</i>	7	Simon Hewings	Criteria and processes toolkit specified by the government are adhered to including pre payment checks and post payment checks.	Paul Howden/ Mel Smans	2/3	Y		June 2021
36	Finance/ Community hub	The large number of discretionary payments from Central government to district councils to support vulnerable groups and residents through the pandemic has resulted in grant schemes with overlapping eligibility criteria and time periods could lead to the perception of a lack of transparency in the allocation of grant funds and may result in loss of council reputation.	5	Adrianna Partridge	Grant policies and funding approaches have largely been co-ordinated on a county level with a system wide approach being taken by all Oxon district councils and following government advice for each scheme. The councils have clear documented governance processes which set out the criteria for fund/grant allocation and have documented all decision making.	Ben Coleman	2/3			June 2021
11/14	Property	Failure to follow our statutory checks on vacant properties (fire and alarm checks etc) may result in theft and property damage over time and limit our insurance cover. Merge with risk 14 Reduced gross risk rate to amber 5	5	Suzanne Malcolm	Facilities team and property team undertake regular statutory checks are all vacant properties. Zurich Municipal (ZM) informed of vacant properties due to Covid 19 received guidance on action to take to limit exposure to property damage. Increase staff resource to facilities to enable this work to continue in a covid safe way. Actively recruiting two new posts to the team to support the checks. Regular updates on property status to ZM. Follow Zurich Municipal (ZM) guidance regarding security and alarm monitoring. Property team undertake regular stat checks. Risk move to remote major green	Catrin Mathias	3	Y		June 2021 Continuous monitoring with H&S team.
12	Remote working	Failure to ensure staff adhere to remote working policy and do not follow DSE guidelines or have inadequate equipment (out of date PAT test) or working environment results in poor staff wellbeing and injury.	6	James Carpenter	Staff allowed to borrow office equipment to facilitate a safe working environment at home. Comms to staff about how to work from home as well as DSE guidance issued specifically for home working. Review Home working set up with all staff on a regular basis via team leaders and service managers emphasise DSE working arrangements	Sally Truman	5	Y	Further guidance to be issued to reinforce this message once agreed with all parties.	June 2021
13	Staff wellbeing property	Failure to ensure 135/ Cornerstone /Beacon/ council run community centres and Abbey House offices operations are safely open for business to key services as well as protect staff may compromise council future resilience and result in contraction of covid 19 by staff and visitors to the building	6	Suzanne Malcolm	Regular staff cover with designate areas both in and out of reception areas to ensure social distancing. Set for opening hours availability of post collection use of printers as well as link to IT to solve issues. Protocols in place to minimise risk of covid 19 contraction by those visiting office with cordoned off areas for visitors and staff. A 135 rota of weekly/ daily attendees is circulated to HoS every week, to control building access. A fire evacuation plan is now in place and those planning to visit 135 over the course of the week and are on the published rotas notify their line manager who ensures they are properly briefed on fire evacuation procedures. The property will be regularly risk assessed fire evacuation on a regular basis as stipulated by H&S consultant. We had partially reopened 135 for staff who wish to work at 135 for wellbeing with need to stipulate that this is only for those who are unable to work from	Catrin Mathias	5	Y	Enforce 135 /Abbey House protocols with managers and team leaders. Awaiting further guidance wrt new variant. Maintain watching brief to ensure minded of roadmap out of lockdown and potential for all staff to be tested before entering council offices once we reopen in a limited capacity.	June 2021





				home or have unsuitable space or equipment at home. This will be relaunched as soon as we are able in line with national restrictions Fire evac, desk booking and cleaning procedures have been drafted in readiness. Await decision as to how the desks will be allocated (by service team bubbles/desk banks hired out by one person each day)						
				New protocols to visit and work at 135 have been introduced to minimise the risk of Covid 19 infection which includes two work bubbles working at alternate sites (135 and Abbey House) strict booking system for sign off by HOS only. Cautious approach to re-opening 135 in 2021 whereby it is planned to do temp checks and direct that face masks are to be worn whilst walking round the building. Successful roll out of vaccinations, increased availability of test kits and publication of roadmap out of lockdown has provided some key dates to help plan for gradual reopening of 135. Keep watching brief as the date for lockdown ending has been delayed until July 19.						
17/27	IT	Remote working compromises cyber security, and data security, changes in work patterns provides opportunities for hackers to access e mails etc which may result in data breach and fines/loss of reputation. Merged with risk 27.	8	James Carpenter	Guidance and reminders through comms to avoid being hacked. Removing password reset avoids staff resorting to simple passwords and thereby not compromising the network. Password policy being reviewed to introduce longer passwords to improve security. VPN access uses a second factor passkey which is unique to each user. Users to only access network using council issued equipment. Cyber incident group to review council cyber exposure and implement policy updates and awareness campaigns. Regular monitoring and review at triage and SMT. Capita monitoring network for unusual activity and reporting to councils Action recommendations from security audit regard staff behaviours and awareness particularly during remote working. Update Jarvis pages etc. Password resets reminder has been sent out to all users with guidance on how to formulate a secure password, Feb 2021. IT infrastructure lead is certified with NSCS monitors latest cyber risks, attend 5CP data security working group. Cyber awareness campaign launched as a cyber take over in May and will take place every two months.	Simon Turner Lee Brown	5	Y	Regular monitoring and review at triage and SMT. Capita monitoring network for unusual activity and reporting to councils Action recommendations from security audit regard staff behaviours and awareness particularly during remote working. Update Jarvis pages etc.	June 2021
19	Finance	Loss of council revenues and increased council expenditure will result in council deficits going forward and inability to progress key projects. In the medium term. Gross risk rating reduced to amber 6	6	Mark Stone	Finance team keep watching brief on expenditure via spreadsheet and undertake impact assessment. S151 across Oxfordshire meet regularly to discuss collective impact. Reports on arrangement of payments made to central Government. BRPs are monitoring expenditure and reporting requirements. Government financial support throughout the pandemic limiting the council exposure to a deficit. Budget for 2021 2022 has been revised to consider reduction in revenues thus reducing the risk of deficit in medium term Net risk reduced to possible major impact amber	Simon Hewings	5	N	Keep watching brief to enable revenue collections at earliest opportunity once lockdown is eased, support revenue creating service through lockdown. Continuously monitor expenditure to better understand the short, medium- term financial exposure.	June 2021
29	Finance	Failure to realise increased revenues streams and lack of sustained Government funding (Grants etc) in the medium to long term may result in council deficit and inability to deliver key programmes and projects.	8	Mark Stone	Monitor/impact assess revenue streams throughout 2021 which will inform how to build in budget contingency for 2021/22	Simon Hewings	6			June 2021
20	Communications	Failure to communicate accurate up to date information to key stakeholders (residents/Cllrs/volunteers and council staff) may result in errors and poor service to our residents which may leave them without essential items and services during lockdown and through the recovery roadmap out of lockdown.	5	James Carpenter	Most key messages are centrally sourced and therefore there are continuous checks from the source to ensure accuracy. The Gold/Silver command structure enable regular checks and clarity around messages daily sense checked via council triage team. New variant will require a review of comms going forward. Comms team are active members of triage, system wide comms cell at LRF. Continuous comms plan updates enable relevant timely comms to all stakeholders.	Shona Ware	2		Regular monitoring and review at triage and SMT	June 2021

22	Community HUB	Failure to provide a local community response during lockdown and through the recovery roadmap out of lockdown results in vulnerable residents suffering hardship due to inability to access food and medicine. Gross risk decrease score to 6 amber from red 8.	6	Adrianna Partridge	Permanent community hub team set up to provide support for residents. All processes reviewed and streamlined to ensure the service can work smoothly ensuring an appropriate and prompt response to our residents. The approach and staff resources are regularly reviewed to ensure that the service is fit for purpose with an appropriate level of resilience. The delay to the end of lockdown restrictions to July 2021 could extend the period that support is required for. Multiple grant schemes established to provide support to VCS organisations to provide support to residents. Grant scheme established in partnership with local advice centres to distribute supermarket vouchers to residents who need financial support.	Ben Coleman	2		Review future focus of community hub to realign to medium/long term recovery requirements and corporate plan delivery which include community resilience; preparedness for potential future third covid wave and to support self-isolation.	June 2021
24	Test and trace/quarantine hotel inspections staff wellbeing	Failure to adequately protect our staff and undertake thorough activity risks assessments as they undertake Covid 19 visits to residents and premises including potential quarantine hotels in the district, as part of the OCC pan wide activity ; undertake their council duties in the community may result in staff contracting Covid and may lead to potential injury claims in the future	8	Adrianna Partridge	Risk assessment of activity undertaken. Membership of MAOC an Oxfordshire wide group. Triage meeting for updates. In light of new variant review of all protocols and procedures including activity risk assessments to take into account any further action and requirements to reduce the impact of transmission of new variant whilst undertaking council duties. H&S coordinating these risk assessments along with lone working reporting mechanism in place to monitor staff. Public Health have reviewed the council mgt of this and are happy with our approach. In light of new variant review of all protocols and procedures including activity risk assessments to take into account any further action and requirements to reduce the impact of transmission of new variant whilst undertaking council duties. Link with MAOC for regular updates on progress for quarantine hotels in our districts.	Liz Hayden	5		Monitoring of workload. Risk assessments under constant review and Coordinated through the H&S team. Maintain watching brief to ensure minded of roadmap out of lockdown and potential for all staff to be tested before entering council offices once we reopen in a limited capacity. Maintain a watching brief on potential location for quarantine hotels as well as procedures for inspection etc.	June 2021
31	Roadmap out of lockdown to 21/06/2021	Failure to anticipate the impact of the requirements of national roadmap on our districts (increased number of events that require council sign off to opening up of hospitality venues) and to adequately resource results in increased workloads for our staff and unexpected errors following covid protocols.	8	Mark Stone	Community hub work/staff wellbeing Comms strategy and plan managed at system level, with focus at Silver currently. Link into MAOC. HOS to review comms strategy for 19 July to take into account delay of four weeks.	Adrianna Partridge	5			June 2021
34	Recovery roadmap post July	Failure to identify opportunities and anticipate the impact the requirements of recovery road map may have on our districts in the medium/long term after lockdown may result in missed opportunity to put in place new efficiencies which may impact on our council services; community resilience and vulnerable residents.	8	Adrianna Partridge	Set up a recovery working group to manage each aspect of this roadmap TBC Set up a PIR to understand lessons learnt and inform actions going forward.	Harry Barrington Mountford	5			June 2021
10/19	Staff wellbeing	Staff may feel more stress as a result of working from home/135 or volunteering juggling work and childcare etc. Or handling distressing calls in their own home with no one to share the burden with. Results in low morale and an increase in stress of individual. The pandemic resurgence has resulted in remote working for the medium term until 2021.	8	James Carpenter	We had partially reopened 135 for staff who wish to work at 135 for wellbeing with need to stipulate that this is only for those who are unable to work from home or have unsuitable space or equipment at home. This will be relaunched as soon as we are able in line with national restrictions The new variant has resulted in further lockdown and school closures until March 2021.	David Fairall	6	Y	Regular monitoring and review at triage and SMT Work underway to set up a resilience toolkit to help staff manage stress whilst working remotely. training in place (telephone resilience training) to help reduce the stress caused.	April 2021 merged
14		Failure to ensure any vacant council owned properties are protected and do not fulfil insurance requirements such as statutory checks may lead to PL and property damage claims which will not be covered. Merged with risk 11		Suzanne Malcolm	Facilities team and property team undertake regular statutory checks are all vacant properties. Zurich Municipal (ZM) informed of vacant properties due to Covid 19 received guidance on action to take to limit exposure to property damage. Increase staff resource to facilities to enable this work to continue in a covid safe way	Catrin Mathias				April 2021 merged
16	IT	VPN is unavailable for access, stopping users from logging into the network and access council data and applications	7	James Carpenter	Regular calls to Capita with updates on help desk calls. Users can still access email via Microsoft365 and hold Skype and Teams calls to remain productive. This would be raised as a P1 call by Capita. BAU process to manage P1 calls would be followed. Guidance to users to review their personal network connectivity at home and thus identify where the issue lies (capita infrastructure/their own) identify work arounds such as copy files to P drives etc.	Lee Brown	23	Y	Compete	Jan 2021

					An update to the VPN software is expected in mid-January which should alleviate some pressure					
18	BAU council services and future resilience	Failure to ensure the council statutory and key services are not compromised during this event as it may result in a slow recovery and poor future business resilience or financial penalties if statutory deadlines are missed or result in non-compliance.	5	Mark Stone	BRP in place across services outlining critical services and their requirements to ensure BAU. Constantly monitoring and updating via weekly triage and SMT. Proof we are resilient over the 6 months and beyond this is the new BAU. Work to revise service BRP team arrangements ongoing. New BAU complete. Net risk reduced to 3 from 5 amber	SMT		Y		Complete
23	D20	Failure to anticipate the potential impact of the winter weather; Brexit (no deal) and Covid 19 on our districts resulting in economic and health hardship for the districts.	8	James Carpenter	LRF attend for EU transition. Oxfordshire group meetings and triage. Brexit Deal was struck in December reducing district impact exposure, maintain watching brief at EU transition meetings. The new variant has resulted in further lockdown with business and school closures until March 2021 this will impact economic viability and potential increase in hardship going forward across the districts. We are now seeing impact on delivery supply lines in the short term and may impact affordability.	Sally Truman Ben Coleman			3	BRP process. Continue to monitor the situation.
25	Staff wellbeing	Council service centres (135/Cornerstone) failure to adequately protect staff undertaking council duties.	8	Suzanne Malcolm	Protocol in place to manage reporting of cases and isolation actions and cleaning procedures. Lone worker procedures facilities compliance checks on closed. In light of new variant review of all protocols and procedures including activity risk assessments to take into account any further action and requirements to reduce the impact of transmission of new variant whilst undertaking council duties.	Catrin Mathias			6	Risk assessments under constant review and Coordinated through the H&S team. Maintain watching brief to ensure minded of roadmap out of lockdown and potential for all staff to be tested before entering council offices once we reopen in a limited capacity.
27	IT infrastructure	Data security compromised due to remote working, which may result in data breach and fines/loss of reputation. Merged with risk 17	5	James Carpenter	Regular monitoring and review at triage and SMT. Capita monitoring network for unusual activity and reporting to councils Action recommendations from security audit regard staff behaviours and awareness particularly during remote working. Update Jarvis pages etc. Password reset across all staff initiated. Regular updates from council cyber/data security group to help pre-empt issues through a comms plan to be launched post Easter to increase staff awareness of data security whilst working from home.	Simon Turner Lee Brown			5	
28	Vaccination and testing resources support	Failure to adequately support the roll out of NHS Covid 19 vaccination programme due to lack of clarity as to requirements may hinder mass vaccination in the districts and therefore extend lockdown. This is not a risk here.	5	Ben Coleman	Identify requirements from NHS, Review BRP's staff arrangements to identify staff to fit the requirements. Redeploy and review impact on BAU services. Adequate risk assessments in place. Balance our own business critical activities and hub requests with NHS requests. Sign posting to external voluntary groups across the district no direct council involvement at present. Move from amber to green	Ben Coleman			2	
26	Staff wellbeing	Staff resilience over Christmas if we need to open over Christmas may impact on staff wellbeing and their need for a true break from work.	8	James Carpenter	Await direction. Prepare draft notes and guidance. Completed all ran smoothly over Christmas (4 food parcels delivered and 1 prescription after receiving seven telephone referrals)	David Fairall Ben Coleman			5	Review cover on minimum and needs must. OOH rota two teams each team has a week off. Ambient food parcels delivery from home.
*15	IT	Failure to provide enough equipment to enable remote working due to lack of software (VPN licenses etc)	5	Triage Team	Regular updated with capita. Review user list and remove users who have left off system and therefore free up licenses (undertake Capita housekeeping) All staff remote working successfully.	Triage Team		Y		20 Oct completed
									2	Aim to have all staff remote working with suitable equipment by mid-April. Complete

22	Community HUB - IT	Data sheets corrupted and delays community hub activity (call outs and referral records)	8	Triage team	Whilst spreadsheets are being used, daily or sooner back-up copies are made to the network. Corrupt copies can be retrieved quickly by the team. Longer term solution is a community hub database to manage the data reliably. Database will be backed up daily and has minimal likelihood of corruption.	Triage team	2	Y	Introduction of database will create a managed data environment for the Hub data. Same environment as other datasets such as Ocella etc.	6 May completed
	Finance	Lack of clarity and transparency from central government on the council allocation of discretionary grants and business grants to support local business results in failure to manage expectations, dissatisfied applicants and loss of council reputation. <i>Risk transferred from South and Vale corporate RR (53/55)</i>	5	Simon Hewings	Ensure process are clear and transparent with audit trail to support decision making. The ED team administered with good take up.	Paul Howden Mel Smans	2/3	Y		Complete June 21
	Community Hub	Failure to manage expectations as to role of new community support hub may result in resident dissatisfaction and poor staff support going forward.	5	Adrianna Partridge	Support hub established and fully staffed and operational. Scope of hub dependent upon central government guidance and funding which regularly changes. Staff wellbeing reviewed regularly. Hub role established and evolved over the pandemic.	Ben Coleman	2/3	Y		Complete June 21
30	Asymptomatic testing and community test kit collection at – The Beacon	Failure to adequately support the staff and manage the asymptomatic test centre at The Beacon may result in delay in testing in the districts as well as potential infection of staff.	8	Adrianna Partridge	Risk assessments under constant review and Coordinated through the H&S team with HSE input. Centre closure week ending 18 June.	Ben Coleman	5			Complete June 21
32	Elections	Failure to ensure a covid safe election in May could result in a rise in Covid infections across the districts amongst staff, electors, candidates and agents and contractors.	8	Margaret Reed	Separate risk register and project team. Regular reviews of risks. Covid specific risk assessments for both participants and all locations under constant review to include polling station and count venue set up and contingency count venue locations and set ups. Coordinated through the H&S team. Covid safe elections were successfully delivered in May.	Susan Baker	5			Complete May 21
33	Council meetings	Failure to ensure covid safe Council and committee meetings in the event that the councils are required to return to face to face meetings could result in a rise in Covid infections across the districts amongst staff, councillors, residents and other participants in meetings.	8	Margaret Reed	Working group set up to review meeting set up: PPE, venues and accessibility to public this with input from Assurance team (H&S/Equalities/insurance) Covid safe council meetings successfully delivered and ongoing from May 2021.	Steven Corrigan/ Steve Culliford	5			Complete May 21

Risk rating:

	Limited /no assurance/critical
	Satisfactory assurance/risks
	Full/substantial assurance /risks
	Complete

