

No	Risk Title	Risk Type	Consequences	Date identified	Likelihood Score	Impact score	Overall risk score	Current Mitigation	Desired Likelihood Score	Desired Impact score	Desired risk score	Actions required to ensure mitigation remains	Links to Corporate Objectives / Strategies	Lead on behalf of Management Team	Review Date
1	Safeguarding and PREVENT	S, R	<p>Significant impact should a child, young person or adults at risk come to harm, including radicalisation and child sex exploitation, and TMBC are unable to demonstrate appropriate processes were in place.</p> <p>Coronavirus has increased support to vulnerable individuals.</p>	01/04/2017	3	4	12	<p>The responsibility for safeguarding is with the Chief Executive, rather than an individual service and a review implemented.</p> <p>Audit Review undertaken, identifying areas of weakness to be address, progress to date with Training delivered to all Hackney Carriage and Private Hire Drivers.</p> <p>Secure Database now in place, with secure access, for recording of safeguarding concerns and referrals onto other agencies</p> <p>Community Hub established to support those on NHS shielded list and other non-shielded vulnerable adults. Community Hub telephone contact line remains available and support can be re-established for any urgent need or in the event of further lockdowns and/or tighter restrictions.</p>	3	4	12	<p>Posts requiring DBS checks have been reviewed by Legal Services and are now part of a single secure register.</p> <p>Policy procedure on DBS checks reported to Corp MT in Sept 2019.</p> <p>Safeguarding Audit undertaken and completed in 2018/19.</p> <p>Safeguarding concerns highlighted through the work of the Community Hub are referred to appropriate agencies where necessary and also raised with partners at the weekly CSU meetings.</p>	Safeguarding Policy	Chief Executive	Mar-21

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2	Financial position/budget deficit	F, R	<p>Financially unstable organisation. Failure to deliver a balanced budget, detrimental impact on quality of service, increased intervention.</p> <p>Failure to maximise New Homes Bonus.</p> <p>Coronavirus pandemic has significant economic implications for the Council, businesses and residents.</p>	01/04/2017	4	4	16	<p>The Council provides an annual statement (as a minimum) on the following areas;</p> <p>Treasury Management and Investment Strategy.</p> <p>Robustness of estimates and adequacy of reserves.</p> <p>Effective monitoring control procedures.</p> <p>Savings and Transformation Strategy (STS) reviewed and updated.</p> <p>Unqualified Audit and Value for Money Opinion contained with Annual Audit Letter.</p> <p>Medium Term Financial Strategy (MTFS) updated and shared regularly with Cabinet to keep members aware of current financial situation.</p> <p>Business Rates income monitoring as part of Pool/Pilot arrangements. Now appear to be above baseline following closure of Aylesford Newsprint.</p> <p>Local government finance settlement for 20/21 confirmed as anticipated. New Homes Bonus to be paid in 20/21.</p> <p>Council Tax increase approved by Council for 20/21 at 2.4% (£5)</p> <p>Business Rate performance now expected to be above baseline for 20/21</p> <p>Impact of Pandemic is having significant effect on Council finances. Review and Reassessment underway. Ethos of priority spend only agreed by MT and Cabinet (19 May 2020). Government funding of £1.35m received, but will not be sufficient to cover costs and loss of income in year.</p> <p>Report to Cabinet 30/6/20 regarding impact of pandemic on 20/21 and MTFS. In that report, suggested range of £7m to £10m to be required from reserves and balances. Since then more government funding announced regarding 'loss of income' but fine detail and guidance still awaited at time of writing. Target of £500k saving in 20/21 relating to the essential spend policy.</p> <p>Return on fees and charges being prepared for MHCLG in response to Government offer of compensation for lost fees and charges. Estimate this could be between £1m-£1.3m. Relates to 20/21 but announcement recently to say this will extend into 21/22. In addition, all tranches of government funding for costs has accumulated to £1.55m. Council continues to work with TMLT to mitigate all costs and compensate for core costs as agreed by Cabinet. National Leisure compensation claim being completed in liaison with Trust. Provisional Settlement received and new Covid allocation into 21/22. Sales, fees and charges claim also extending into 21/22. Draft Budget for 2021/22 prepared and being presented to FIPAB on 6/1/21 and O&S 19/1/21. Cabinet budget meeting 11/2/21 will receive updated MTFS.</p>	3	3	9	<p>Areas of potential savings yet to be identified and prioritised, with commitment to delivery of those selected.</p> <p>Commissioning of service reviews via MT to identify potential areas of transformation and savings.</p> <p>Strategic asset review to be undertaken.</p> <p>O&S Committee Jan 18 established work programme to identify potential savings.</p> <p>Fair Funding review underway but will need to await outcome which due to Brexit / EU Transition has been delayed. This has now been further delayed due to COVID.</p> <p>Savings target updated in August 2019 to £675k, Cabinet in June asked how funding gap should be address with focus on first tranche.</p> <p>Further update to MTFS in progress. Report being prepared for Cabinet 16 October</p> <p>Draft budget prepared for 20/21 will need to assessed in the light of the provisional local government finance settlement, which has been delayed due to the General Election. Draft budget and MTS show savings target at £320k</p> <p>Continued tight rein on spend in hand. Returns are being submitted to government on a monthly basis as required by MHCLG with lobbying through various groups for additional funding. Re-focus and re-determine Council budget priorities. Rebuild Medium Term Financial Strategy based on impacts during pandemic and forecast impacts into the future. Reset Savings and Transformation Strategy Set aside £200k in an earmarked reserve for recovery (Cabinet 3 June 2020). In due course work to deliver MTFS and STS, adjusting priorities in line with other strategies and outcome of Fair Funding Review by government. Further government funding has been announced since report to Cabinet regarding MTFS impacts on 30 June, but fine detail still awaited. Once received, forecasts will be updated. Further lobbying taking place regarding losses relating to leisure centres which do not appear to have been covered through latest announcements. Essential spend target of £500k in 20/21 approved by Cabinet to be monitored by MT.</p> <p>Update to FIPAB 16 Sept taking on board current mitigations and funding. More detailed report being prepared for Cabinet 14 Oct to cover MTFS update and STS. Essential spend being monitored by MT and believe this has now been achieved.</p> <p>Budget process to approve Budget and Council Tax going forward will be critical. Funding gap now likely to be circa £475k i.e. need to identify 475k of new savings initiatives. Cannot forget that another £500k of savings need has been identified but not yet delivered.</p>	<p>Vision- to be a financially sustainable Council. Taking a business like approach.</p>	Director of Finance and Transformation	Feb-21

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3	Brexit / EU Transition Impact and Economic Stability (Impacted by Coronavirus Pandemic)	F	Financial impact and effect on the economy as well as uncertainty around current EU legislation, i.e. what replaces it, could have a significant financial impact and lead to legislative changes impacting on finance and resources. A number of key threats to business continuity including: border delays and congestion impacts on the Kent road network creating difficulties for local businesses, TMBC staff and potential air quality issues; loss of KCC staff e.g. welfare/social services support; potential loss of TMBC waste contract workforce, general increase in costs as imports become restricted. Coronavirus pandemic has significant economic implications for businesses and residents.	01/04/2017	4	4	16	<p>Kent-wide working to understand, plan for and react to pressures.</p> <p>Regular review of; MTFS reflecting economic factors</p> <p>Treasury Management and Investment strategies.</p> <p>Bid for Brexit funding compiled but even funding distributed to District Councils, irrespective of geographic location.</p> <p>The potential for No Deal BREXIT could have far wider and more impactful implications that has been factored into MTFS.</p> <p>The likelihood of a No Deal Brexit has reduced (January 2020), however impact of coronavirus is significant. Chancellor has awarded business reliefs through Spring Budget 2020, grants schemes for businesses, further rate reliefs, loans schemes and employment schemes. Nevertheless economic downturn and recession still very likely due to the longevity of the pandemic.</p> <p>Furlough scheme running until end April 21 has 'stabilised' economic impact of Covid to some extent.</p> <p>Various business grant schemes being paid out weekly by TMBC on behalf of government. TMBC also paying Self Isolation Payments (Test and Trace) to those residents who qualify.</p>	3	4	12	<p>Council working with Kent Resilience forum and County Partnership groups including Strategic and Tactical Co-ordinating Groups.</p> <p>Business Impact assessments complete.</p> <p>Business continuity planning updated to ensure smooth running of services to public, including expansion of remote working initiatives with Laptop access to Council IT infrastructure.</p> <p>In order to prepare management Brexit Emergency Planning Exercises were held in March 2019.</p> <p>Work still ongoing with partners whilst Brexit delayed until 31st October 2019.</p> <p>Government advice to plan for No Deal Brexit. MT to review plans weekly including engagement with KRF and Countywide planning arrangements.</p> <p>MT to monitor further funding arrangements announced and will plan accordingly. MT undertaking review of Business Continuity Plans for our key services led by service managers.</p> <p>Further Brexit funding announced. TMBC to receive allocation of £70k (money not yet received)</p> <p>Investment in additional laptops made in lead in to pandemic declaration meant that the majority of Council staff could work efficiently from home during 'lockdown' providing existing services (in the main) as well as new ones. Reports will be made to appropriate Boards and Committees as things develop. Update report on digital strategy to FIPAB 22 July.</p> <p>IT staff continuing to support staff working from home. As furlough scheme end April 21, likely to be a greater demand on Council services and signposting. Staff preparing for this eventuality. Business grants will continue to be paid, and new schemes will now apply as we are in National Lockdown.</p>	N/A - external risk.	Chief Executive / Director of Finance and Transformation/ Management Team	Feb-21

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4	Corporate Strategy and Savings and Transformation Strategy	F, R, S	<p>Failure to meet objectives and/or make savings, including those arising from the planned West Kent Waste Partnership. Impact on quality of service, budget overspends, salami slicing, etc. staff motivation impacted and increased risk of fraud or error.</p> <p>Coronavirus pandemic has significant economic implications for the Council, businesses and residents.</p>	01/04/2017				<p>STS reviewed and updated in line with review of MTFS. With regular reports to update MT and Members</p> <p>Corporate Strategy reviewed - report to O&S January 2020</p> <p>Plans underway to reassess implications of pandemic - report to Cabinet 3 June 2020 Commitment to review and update MTFS and STS</p> <p>Report to Cabinet 30/6/20 regarding impact of pandemic on 20/21 and MTFS. In that report, suggested range of £7m to £10m to be required from reserves and balances. Since then more government funding announced regarding 'loss of income' but fine detail and guidance still awaited at time of writing. Target of £500k saving in 20/21 relating to the essential spend policy.</p> <p>STS to be reviewed and updated by MT and back to Cabinet in Autumn</p> <p>Corporate Strategy addendum approved by Cabinet. Items being considered by Boards</p> <p>STS was reviewed and reported to Cabinet in Autumn 2020. A further review will take place alongside Budget Setting Feb 21.</p>	3	3	9	<p>Areas of potential savings to be formally identified and prioritised, with commitment to delivery of those selected.</p> <p>Commissioning of in service reviews via MT to identify potential areas of transformation and savings.</p> <p>Strategic asset management review to deliver new income .</p> <p>O&S programme to be supported in order to deliver savings to contribute to STS.</p> <p>MTFS and STS updated by Members Feb 2019, and further report to Cabinet June 2019.</p> <p>MTFS report to go to Cabinet 16 October 2019 Numbers of decisions and recommendations to contribute to funding gap being progressed. Update of MTFS following setting of 20/21 Budget shows need for £320k savings to be delivered in 3- 4 years through STS</p> <p>MTFS and STS will need to be reviewed and updated as a priority once we have sufficient information to make informed estimates which can form the basis of plans. Impact will be significant in MTFS looking forward. General Revenue Reserves will be impacted in short term.</p> <p>Report on MTFS to Cabinet 30 June 2020. Potential for £7m to £10m from reserves and balances. Since then further government funding announced but detail still awaited. STS will be updated by MT and reported back to cabinet in Autumn. 1 year Addendum to corporate strategy to guide Review, Re-orientation and Recovery. Regular monitoring by Cabinet with reports to various Advisory Boards and Committees Further review of MTFS and STS alongside Budget Setting Feb 21</p>	<p>Vision- to be a financially sustainable Council focusing on ensuring good value for money, continuously reviewing how our services are provided and funded, focusing our available resources where they will have most beneficial impact, and maximising commercial opportunities. Taking a business like approach.</p>	<p>Chief Executive / Director of Finance and Transformation/ Management Team</p>	Feb-21

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5	Local Plan	F, R	Lack of sound legal footing for Plan leading to risk of failure at Examination. Risk of challenge from not meeting identified development needs. Delay to timetable due to coronavirus restrictions. Shrinking 'plan period' and housing trajectory as a result. Reputational risk and widespread public concern arising from decision making on strategic development. Lack of infrastructure to support future development.	01/04/2017				<p>Audit of Local Plan process complete with Specialist Consultants and Counsel engaged where appropriate on key issues for examination.</p> <p>The following Statements of Compliance were submitted with the Local Plan on 23.1.19:</p> <ul style="list-style-type: none"> •SC1 - Duty to Cooperate Statement •SC2 - Soundness Self-Assessment Tool Kit •SC3 - Legal Compliance Checklist •SC4 - Equality Impact Assessment (EQIA) <p>Duty to Co-operate Compliance Statement submitted 23.1.19. Position Statements with neighbouring Authorities prepared. On-going discussions and audit in hand.</p> <p>Regular contact with Inspectors maintained via Programme Officer.</p> <p>Additional consultations on some examination documents submitted since January carried out November/December 2019.</p> <p>Matters Issues and Questions for first phase of Hearings published February 2020.</p> <p>Dates for first phase of Hearings set for May/June, but subsequently postponed for at least 6 months in March 2020 due to Government restrictions. Hearings opened for three days starting 6th October 2020 to consider Legal Compliance matters. Inspectors wrote to Council on 22.10.20 postponing November sessions while they consider concerns with Legal Compliance.</p> <p>Exploring ways Hearings could take place under current restrictions. Subsequently agreed with PINS to use MS Teams.</p> <p>Members are regularly updated by email by the Planning Policy Manager and reports to P&TAB.</p> <p>Liaison undertaken with key stakeholders, service and infrastructure providers.</p>	3	3	9	<p>Counsel and key consultants retained until end of Hearings. Counsel providing advice for preparing Council's Statements (Feb 2020 onwards). Consultants monitoring/updating evidence where appropriate to ensure Council's case is as robust as possible.</p> <p>Submission to Sec of State made 23rd Jan 2019.</p> <p>Inspectors appointed and dialogue commenced. New lead Inspector appointed February 2020 (Ms Louise Crosby replacing Mr Simon Berkeley).</p> <p>Questions raised by inspectors responded to on 31st July 2019.</p> <p>Additional consultation requested by Inspector implemented November/December 2019. This will delay the date of the Examination to later in 2020.</p> <p>Correspondence received by Inspector on 13/09/19 identifies 3 key matters to be covered by phase 1 of the hearings (this was subsequently increased to 4 Matters); no dates set for phase 2 of the hearings.</p> <p>Ensuring that the practical arrangements for the Hearings are satisfactory to the Inspectors, including necessary adjustments for social distancing including virtual hearings to ensure the 'right to be heard' by those expressing a wish to participate.</p> <p>Maintain regular Duty to Cooperate meetings with neighbouring Authorities and KCC. Meetings have continued virtually during lockdown.</p> <p>Continue to update Members on status of Local Plan (including Update Report for Members at 28.7.20 P&TAB using MS Teams).</p> <p>Inspector's detailed letter explaining their concerns with Legal Compliance received 15.12.20. Inspector's final decision will not be made until Council has opportunity to respond. Legal advice being sought for possible legal challenge.</p>	Local Plan assists in economic growth, delivering the supply of future housing and addressing affordability. Procedures set by National Government	Director of Planning, Housing and Environmental Health	Jan-21
6	Organisational development inc. staff recruitment and retention/skills mix	F, R, S	Lack of resources or the right skills to deliver required outcomes, loss of key professionals/senior officers due to pay constraints and pressures, reduced staff morale and quality of work, leading to financial loss, reputational damage and detrimental impact on staff wellbeing.	01/04/2017				<p>Review of staff resources and skills via service reviews.</p> <p>Organisational structure reviews are part of S&TS to achieve efficiency, coordinated service delivery and reflect changing legislative and policy requirements and priorities.</p>	3	4	12	<p>Succession planning along with Development of further skills and expertise through strategies such as shared services and specialist Commissioning.</p> <p>Engagement of external consultants and specialists where required.</p> <p>Resilience and rationalisation of existing structures.</p> <p>Recruitment and retention strategy to be reviewed by MT.</p> <p>Pay Award agreed by Members, 2% for 2018/19 in line with national award. 2.5% for 2019/20 above the national award.</p> <p>Structural reviews approved by Members in 2017/18 and 2018/19.</p> <p>Personnel staff recruited with specialist experience in recruitment. This was demonstrated with a revised methodology for the recruitment of the DPEHH and Head of IT.</p> <p>Transitional arrangements to encourage development opportunities where appropriate.</p>	HR Strategy Savings and Transformation Strategy	Chief Executive	May-21

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7	Health and Safety	F, R, S	Significant reputational impact should a service user, officer, member or contractor come to harm and TMBC are unable to demonstrate appropriate processes were in place.	01/04/2017	3	4	12	<p>Lone working policy and service based practices to be continuously monitored.</p> <p>Health and Safety considered by management at weekly SMT meetings.</p> <p>Staff involvement with JECC (supported by Members).</p> <p>Ongoing review undertaken to react to potential key risk areas.</p> <p>Organisational learning and response to national events.</p> <p>Incident and near miss reporting.</p> <p>Coronavirus information being given to staff regularly based on public health advice and guidance and, where appropriate, Risk Assessments to be shared with staff and Union.</p>	2	3	6	<p>Embedding and dissemination of good practice through staff briefings.</p> <p>Officer led Health and Safety Group identifying cross organisational issues with feedback to Management Team and Health and Safety Officer.</p> <p>All services have reviewed all their Health & Safety local Procedures in particular Lone working and service specific risk assessments.</p> <p>Staff survey to be drafted to consider impact of work on wellbeing and whether support services meet need and communication channels are adequate.</p> <p>Staff survey has been completed to consider impact of work on wellbeing and whether support services meet need and communication channels are adequate. Findings from staff survey being completed.</p> <p>Corporate Health & Safety Policies and procedures are up to date and reviewed regularly which all staff can access.</p> <p>Continuing focus on risk assessment process including reviews as a result of Coronavirus pandemic. Further staff wellbeing survey to focus on working at home and wellbeing.</p>	Staff wellbeing and customer care underpin the Council's fundamental service and corporate objectives	Director of Planning, Housing and Environmental Health	May-21
8	Compliance with legislation inc. new GDPR requirements	F, R	Failure to meet legislative requirements or statutory obligations may result in loss of personal data, financial penalties and/or damage to the Council's reputation.	01/04/2017	3	4	12	<p>The Council has a nominated Senior Information Risk Officer and Data Protection Officer.</p> <p>Assessment of Legal implications included within all reports to Members.</p> <p>GDPR requirements are addressed by two officer groups, Information Governance Group and Procurement OSG, which includes Legal representation.</p> <p>CPD and Professional Monitoring offered to all staff</p> <p>The Council has undertaken both Corporate Governance and GPDR reviews / audits.</p> <p>Legal Services give sign off of key corporate projects</p>	2	4	8	<p>The Council continues to disseminate new legislative requirements to both Officers and Members.</p> <p>Officers ensure that professional update training is undertaken.</p> <p>Members received GDPR training in July 2018, with all officers completing e-learning on GDPR by May 2018.</p> <p>Revised constitution, updated to reflect GDPR approved by Members in July 2019.</p> <p>Additional GDPR and Cyber Awareness Training now being undertaken by all staff and members, completion date of October 2019.</p> <p>Protocol for virtual meetings agreed in May 2020 to allow for all Members to continue during the pandemic. Scrutiny Review of protocol commenced by Overview & Scrutiny Committee on 3 Dec 2020.</p> <p>Information Governance OSG considered risks of Brexit for transfer of personal data between EU and UK post 31 December 2020</p>	Need to ensure that all 7 key themes of the Corporate Strategy are delivered in lawful manner.	Director of Central Services and Deputy Chief Executive	May-21
9	Cyber security	F, R	Loss of data and legislative breach, leading to financial penalties and reputational impact	01/04/2017	3	4	12	<p>The Council has; IT Security Policy</p> <p>Network Security Measures (Firewall, access level controls)</p> <p>Considered cyber insurance</p> <p>Established and Information Governance Group Reviewed and cleansed data held by the Authority.</p> <p>Work underway to mitigate processor flaws which could lead to external cyber attack. Appointed a Member Cyber Champion.</p> <p>Rolled out Cyber awareness training to all staff and Members. Deployed software to identify potential confidential data held on the servers. Renewed and upgraded the software to identify and stop cyber attacks.</p> <p>We have a 2 level system for security with the KPSN gateway being the first level and then the Council's own firewalls the second.</p>	4	3	12	<p>The Council has; Procured cyber security 'recovery' contract via Kent Connects. Prioritised the resources (both financial and staff) to ensure relevant updates are carried out in a timely manner. Continued roll out of mitigation for processor flaws. Considers cyber security as part of disaster and business continuity recovery process. Deployed improved cyber security training to all staff and members to be completed by end of October 2019. New software in process of procurement for cyber management Solar winds system purchased and in implementation phase. Timing has been impacted by pandemic in that priorities have needed to be reassessed. Report to FIPAB 16 Sept. Health check undertaken</p> <p>Review of IT Strategy presented to FIPAB Jan 21 for approval</p>	IT Strategy	Director of Finance and Transformation	Feb-21

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10	IT Infrastructure	F, R	Failure to adequately invest resulting in inability to keep pace with technological change, leading to systems that are not fit for purpose to meet organisational need.	01/04/2017	3	4	12	<p>IT Strategy and action plans reviewed and updated.</p> <p>Invest to save opportunities and funding identified.</p> <p>Digital Strategy - Updated and approved by Members in July 2019.</p> <p>Replacement of legacy business systems and greater use of digital alternatives (cloud based) ongoing</p> <p>Disaster Recovery solution (cloud based) implemented</p> <p>Staff able to work remotely - additional laptops purchased.</p>	3	4	12	<p>New IT Strategy for period 2018-22 with linkage to MTFS and Savings and Transformation Strategy.</p> <p>Development of virtualisation project to enable efficient and effective ways of working.</p> <p>Review of data quality to ensure improvement and efficiency can be achieved.</p> <p>laptops and required software rolled out the Councillors, MT Members and Senior Management Staff.</p> <p>New IT Strategy approved with specific emphasis to improve website functionality, website work commissioned following FIPAB approval in January 2019.</p> <p>New Head of IT appointed April 2019 with significant experience of implementing digital strategies in Local Authorities</p> <p>Officer and Member Groups established to consider implementation of digital agenda and changes to the Website format and content.</p> <p>Website capital plan evaluation to FIPAB 18 September 2019. total Mobile purchased and being rolled out.</p> <p>Website software in procurement completed and contract offered. Numerous digital projects underway. Report to FIPAB 22 July on digital strategy progress</p> <p>Report to FIPAB 16 Sept on IT Strategy update.</p> <p>Recommended purchase of enterprise Document Management system. Health check completed.</p> <p>New website underway. Review of IT Strategy presented to FIPAB Jan 21 for approval</p>	IT Strategy	Director of Finance and Transformation	Feb-21
11	Elections	R	<p>Failure to comply with legislation, miscounts and significant reputational impact.</p> <p>Government cancelled all elections due May 2020 due to pandemic. Elections in May 2021, will be more complex due to combined County and PCC elections and any other elections that are called. Concern over lack of staff to run elections, due to sickness or self isolation, for core team and election staff.</p> <p>Local Boundary Commission Review announced - see report to Cabinet 30 June. Full council briefing scheduled for September</p> <p>Parliamentary Review initiated by Boundary Commission January 2021</p>	01/04/2017 updated January 2021	4	4	16	<p>Ensure experienced staff are in place, corporate team reviewing activity and monitoring progress.</p> <p>Increase in staff database ongoing. Good practice and mitigation plans being discussed at a National level with AEA, EC and Cabinet Office. Ensure adequate PPE in place to protect staff. Try to minimise contact between staff before Election day. Undertake online training for elections staff. Core team working more remotely and not together in the offices to ensure that whole team do not all become ill together.</p> <p>Concerns have been raised via Kent Chief Executives to AEA, DCN and LGA regarding the risks and questioning whether elections should be rescheduled to, say, September 2021 when the roll out of the vaccine programme will have had greater effect.</p>	3	4	12	<p>Broadening of staff skills and experience to build resilience.</p> <p>Increase of staff database ongoing</p> <p>Officer time will need to be directed to work with Boundary Commission</p> <p>Maintain contact with potential polling and count staff to assess any ongoing issues. Continue to promote 'separation' within core team to avoid whole team being absent at once due to illness. Continue to liaise with other bodies regarding the risks and lobby where appropriate. Promote postal voting to minimise contacts within polling venues.</p>	Statutory requirement	Chief Executive	May-21

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12	Business Continuity and Emergency Planning	F, R, S	Failure to provide statutory service or meet residents' needs resulting in additional costs, risk of harm and reputational impact. Impact/pressures on services and resources. Failure to ensure proper safeguards to prevent or to respond adequately to a significant disaster/event e.g. terrorist attack at a large scale public event or fire.	updated January	3	4	12	<p>The Council has in place;</p> <p>Business Continuity Plan. Corporate Business Continuity Risk Register</p> <p>Disaster Recovery Plans</p> <p>Inter-Authority Agreements Mutual Aid Agreement Partnership agreement with Kent Resilience Team.</p> <p>Emergency Planning Support Officer.</p> <p>Duty Emergency Coordinator System and Duty Officer System introduced to provide greater resilience.</p> <p>Covid Secure rest centre plan has been developed</p>	3	4	12	<p>Emergency planning documentation undergoing constant review and key aspects exercised on an annual basis.</p> <p>Training organised by Kent Resilience Team training. Business Continuity working group established to review and update existing Plan. Updated plan to be considered by Management Team and tested by a training exercise.</p> <p>New Duty Officer rota in place to support Duty Emergency Coordinators out of hours. Now fully trained. Out of Hours Manual reviewed and updated. DSSLTS sits on Kent Resilience Forum Board Actions taken in response to the Covid 19 pandemic will be reviewed and lessons learnt for the future. Any approved changes will be reflected in the Corporate Business Continuity Plan. Annual Emergency planning review to be reported to Management Team.</p> <p>Pandemic response dealt with as emergency through Kent Resilience Forum. Reports presented to Cabinet which cover Review Reorientation and Recovery. More detailed reports to be presented to relevant Advisory Boards. Training courses are being delivered in a Covid safe manner for roles within the emergency plan. Recruitment into roles in the Emergency Plan is ongoing.</p> <p>Virtual Emergency Management systems are being developed to allow a virtualised Emergency Control Room and data handling.</p>	Business continuity underpins the delivery of the Council's essential services	Director of Street Scene, Leisure & Technical Services	Jun-21
13	Devolution	F, R, S	Uncertainty about future operating models and changes / opportunities in responsibilities or service provision leading to financial pressures, impact on quality of services, reputational damage.	01/04/2017	3	3	9	<p>Continual scanning of national / regional and Kent wide agenda by CE / Corporate Services manager.</p> <p>Participation in county wide debate via Joint Kent Chief Execs and Kent Leaders meetings. Update DEC 18 - County wide devolution discussions have been formally ceased. Horizon scanning and continued participation in Kent Leaders and CE meetings is ongoing.</p>	3	3	9	<p>White Paper on Devolution is to be published in the Autumn. Analysis of this will be a priority action.</p>	External risk/national issue	Chief Executive	As required

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14	Partnerships inc. shared services	F, R, S	<p>Reliance on partners to deliver key services, including private sector companies. Could include specific partnership or shared service models such as the Leisure Trust and risks around service delivery and impact on staff morale / retention if base moves from TMBC . Potential resistance to shared services / partnerships impacting on ability to deliver Savings & Transformation Strategy. Private sector partnerships failing having consequences for service delivery.</p> <p>Coronavirus pandemic has significant economic implications for the Council, businesses and residents.</p>	01/04/2017	3	3	9	<p>Regular liaison meetings with partners. Partnership Agreements in place and reviewed as appropriate.</p> <p>Good communication with staff.</p> <p>In the light of the Carillion situation (which does not affect TMBC directly) maintain awareness of issues relating to private sector partners and plans formulated for service delivery in the event of failure via business continuity.</p> <p>Contractors and partners are impacted by the pandemic. The Council is liaising and supporting major partners to ensure that key services can continue. Discussions with TMLT on a weekly basis. Budget established to support during lockdown and reopening under social distancing/Covid conditions.</p> <p>Partnership work and liaison with key voluntary sector groups will continue via the Local Strategic Partnership meetings and community development meetings in priority wards.</p>	3	3	9	<p>FIPAB Jan 2018 updated on GBC's decision to pull out of progressing shared service for Revs and Bens. Review of Revs and Bens being conducted to ensure service continuity.</p> <p>New Waste Services Contract in partnership with Urbaser, TWBC and KCC commenced 1st March 2019. Formal Inter Authority Agreement and Partnership Agreement in place.</p> <p>Ground Maintenance Contract extended in light of good performance of contractor.</p> <p>Arrangements with Gravesham Borough Council on shared management arrangement for revenue and benefits management ceased September 30 2019. Staffing structure amended and approved by GP to have all management in-house.</p> <p>The Council is working within guidance issued by Cabinet Office "Guidance on responsible contractual behaviour in the performance and enforcement of contracts impacted by the Covid-19 emergency " and Procurement Policy Notes to support contractors and suppliers.</p> <p>Continuing discussion with major partners regarding impact of COVID.</p> <p>Consideration being given to whether TMBC should continue in Business Rate Retention Pool for 21/22 given that the Council is only just above baseline and impacts of COVID could start to impact in 21/22. Risks of staying in pool may outweigh benefits - assessment being carried out and report will be made to Cabinet in October.</p> <p>TMBC will leave Kent Business Rates pool from 2021/22.</p> <p>Sevenoaks DC have withdrawn from Building Control Partnership. Proposals for retuning this in-house will be reported to members in New Year</p> <p>The Council will continue to administer the grants to key voluntary sector bodies, with progress to be reported annually to CHAB. Additional Government grants as a result of the response to the pandemic (Emergency Assistance Grant and Covid Winter Grant) will be promoted to local voluntary sector organisations and applications for funding will be agreed via FIPAB.</p>	Savings and Transformation Strategy	Chief Executive	As required

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15	Welfare reform inc. Housing need	F, R, S	<p>Safeguarding impact on TMBC residents due to reduction in benefits, introduction of UC and increase in applications for DHP, etc. Failure to adequately understand and meet housing needs and return unsuitable properties to use leading to increase in homelessness or occupation of unsuitable homes. Financial impact of increased emergency accommodation and failure to maximise new homes bonus.</p> <p>Coronavirus pandemic has significant economic implications for the Council, businesses and residents.</p>	01/04/2017	4	3	12	<p>Cross sector working (e.g. welfare reform group) to identify issues and solution.</p> <p>Providing advice to residents on welfare and housing issues, or signposting to relevant providers.</p> <p>Working with partners to identify land and funding opportunities.</p> <p>Working with Registered Provider Partners to ensure needs of residents are being met.</p> <p>Working with owners to bring long term empty properties back into use.</p> <p>New initiatives for Temporary Accommodation, including purchase of flats and properties to be converted.</p> <p>Review implications for new Homeless Reduction Act requirements.</p> <p>Concessionary charges for key services. EQIA assessment of key decisions included in all Board reports.</p> <p>HRA implications assessed and GPC agreed new posts to deliver service which have been recruited to.</p> <p>Universal Credit rolled out Nov 18 for Tonbridge & Maidstone Job Centres.</p> <p>Signposting now to UC rather than HB for new working age claimants.</p> <p>New CTR Scheme approved and comes into effect 1 April 2020. Chancellor announced hardship fund to assist with coronavirus impacts - details yet to be seen.</p> <p>Council tax and business rates instalments being deferred if requested by residents impacted by furlough schemes etc. Chancellor's hardship funds (up to £150 for working age people with council tax support) credited to council tax accounts as appropriate. Community hub set up to help those who are shielded or otherwise vulnerable. Signposting for help by telephone or website.</p> <p>Local Emergency grant scheme with funding passported from KCC to FIPAB 16 Sept</p> <p>New housing panel in place to work alongside RPs in considering best use of available properties. TMBC joined British Red Cross as a partner for severe hardship cases</p>	3	3	9	<p>Prepare for impact of further roll out of Universal Credit by learning from other areas earlier in the programme.</p> <p>Consideration of review of housing service to meet the needs following Housing legislative changes.</p> <p>Temporary Accommodation purchased.</p> <p>Member training from DWP provided re UC Nov 2018.</p> <p>Continue to facilitate Welfare Reform group and widen participation from external partners so as to ensure best support for those affected by welfare reforms in T&M.</p> <p>UPDATE: July 2019 Further review of staffing within housing underway in response to nationally recognised increased demand as a result of impact of HRA.</p> <p>Consultation on the Council Tax Reduction Scheme to be launched in September 19 following report to FIPAB July 2019. Intention to move to an income banded scheme.</p> <p>Report to FIPAB 18 September with capital plan scheme for purchase of additional Temporary Accommodation.</p> <p>Report to FIPAB 18 September confirming launch of consultation on CTR Scheme.</p> <p>New CTR scheme proposed - FIPAB Jan 20.</p> <p>Rollout of national hardship fund underway</p> <p>New temporary accommodation purchased - refit needed to make fit for purpose. This to be accelerated in next few months.</p> <p>Improved working with TA providers leading to more guarantees of available accommodation and working towards a procurement exercise to improve value for money.</p> <p>Improved working with main housing provider to identify trends/specific cases across borough to jointly agree approach to preventing homelessness using housing provider mechanisms, DHP payments and homeless prevention funding where needed.</p> <p>Pay out grants on local emergency scheme following FIPAB. Monitor impact of furlough unwind, although this now extended until April 2021. FIPAB on 6/1/21 to recommend to Cabinet payments on Winter Grant scheme</p>	Promoting Fairness - acting transparently at all times and being accountable for what we do, and promoting equality of opportunities. Embracing Effective Partnership Working - achieving more by working and engaging effectively with a wide range of local partners from the private, public, voluntary and community sectors.	Director of Finance and Transformation/ Director of Planning, Housing and Environmental Health	Feb-21
16	Political factors including stability of political leadership and decision making	F, R	Decisions required to achieve objectives including corporate strategy and savings and transformation may not be made and therefore required savings not achieved.	01/04/2017	3	3	9	<p>Significant focus on rough sleepers during Covid-19 pandemic to ensure "all in" and work continues to secure long term accommodation. Significant focus on temporary accommodation and in borough provision as well as framework agreement with private providers.</p> <p>Close liaison with Leader, Deputy Leader and Cabinet in developing the Savings & Transformation Strategy.</p> <p>Clear and comprehensive reports to support Members in making appropriate decisions to support the S&TS.</p>	3	3	9	<p>Member briefings and training sessions.</p> <p>UPDATE JULY 2019- series of induction and training sessions delivered to Members following local elections in May 2019</p>	Underpins delivery of overall strategy and Savings and Transformation.	Chief Executive	As required

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17	Flooding	F, R, S	Impact on resources to support emergency planning, financial impact due to damage, loss of resources, etc. Residents and staff put at risk of harm. Impact on key flood risk areas - Tonbridge, Hildenborough, East Peckham and Aylesford.	01/04/2017	3	4	12	Working with partners (EA/KCC/LEP) to secure funding and implement flood defence schemes which will reduce risk of future flooding. Assistance provided to Parish/Town Council's to help develop local Flood Plans. Team of Volunteer Flood Wardens in place.	3	4	12	Work with partner organisations via Kent Resilience Forum continuing. Council represented on key County Partnership Groups overseeing Brexit / EU Transition implications including Strategic Coordinating Group. Council Officers dial into Severe Weather Advisory Group meetings. Regular attendance at KRF training sessions. Ongoing support for Tonbridge Flood Group.	Emergency Plan Contingencies Act 2004 Kent Emergency Response Framework West Kent Partnership and Medway Catchment Partnership	Civil Scene, Leisure & Technical Services	Director of Street Scene, Leisure & Technical Services	Mar-21
18	Contaminated Land	F, R, S	Impact on homes, public health. Residents put at risk of harm.	01/01/2018	3	4	12	Working with partners (EA and other) and specialist consultants to monitor potential sites and assess risk to inform action as is needed.	3	3	9	Priory Wood, Tonbridge Appointment of contractor to monitor emissions made in June 2019. Initial report shows no cause for concern at this stage. Detailed investigation is now complete with a final report/risk assessment by contractors delivered 3/11/2020. Medium/Low risk, with no immediate further action required other than ongoing in house monitoring, but some recommendations made. Currently being considered by Scientific Officer in EP Team, with report into Members due early 2021.	Contaminated Land Strategy	Director of Planning Housing and Environmental Health	Mar-21	
19	Waste/ Recycling Contract	F, R, S	Failure to provide new service and deliver described outcomes in accordance with contract timescales and health and safety obligations. Significant reputational risk. Risk of challenge from tenderers. Failure to achieve financial targets for garden waste scheme. Coronavirus pandemic has significant economic implications for businesses and residents.	01/07/2018	4	4	16	Partnership arrangement with TWBC, with allocation of key tasks. Internal Project Group reporting regularly to MT, Members, including a separate Member Working Group. External advice sought from specialists on key decisions. Detailed project plan, risk register and marketing plan in place. New inter authority agreement with KCC encourages improved recycling performance and shares risks and rewards. IT, Communications and Operations identified as crucial work streams and individual working groups established to manage and implement these work areas. Waste services have been affected by pandemic, and health & safety requirements. Agreed with contractor to cease collection of garden waste and bulky waste booking system for a period of time to allow focus on recycling and general waste. Garden waste collection recommenced 11 May, and bulky waste booking started up just prior to that. Residents will have subscriptions extended to compensate. New subscriptions now available. Saturday freighter service also suspended. Street cleansing was not suspended but has been impacted as other services have taken priority. Full roll out of service to flats postponed with trial taking place in January 2021 following Member approval. Joint Task and Finish Group established with Tunbridge Wells following fatality on the TW's side of the contract. Group set to review both Urbasers response to the incident and TW's and TMBC's implementation and monitoring of H&S protocols and procedures. Notes of the meeting to be fed in to MT.	3	3	9	New contractor (Urbaser) appointed with commencement in March 2019. New service delivery arrangements, including opt in garden waste collections commenced 30th September 2019. Operational and Marketing plan approved by members in Feb 2019. Contractor Annual Service plan to be monitored by Partnership Manager. Garden Waste charges set to encourage uptake Government consultation on new Waste & Resources Strategy including greater consistency of collection arrangements across local authorities. Response sent on new Government Strategy in liaison with Kent Resource Partnership. Contract performance, following new service delivery arrangements, has been unsatisfactory in terms of missed collections and uncompleted rounds. Focus is now on ensuring the contractor delivers the contract in accordance with the specification across the whole borough. Uptake of garden waste subscription has been positive and exceeded 30% initial target. Reports on progress submitted to meeting of SS&EAB and Member Liaison Group in place. Contract performance improved. Garden waste collection and new subscriptions recommenced. Consideration of date for roll out of new service to flats and subsequent reduction in bring bank sites to be reviewed.	Delivery of cost effective service to meet customer needs.	Director of Street Scene, Leisure & Technical Services	Mar-21	