

DETAILED RISK ACTION PLAN

RISK CATEGORY REFERENCE (AS IN THE CRR)	ACTIONS (SMART)	DATE ACTIONS ADDED	LEAD OFFICER	TIMELINE FOR DELIVERY (MONTH AND YEAR)	STATUS (IMPLEMENTED / IN PROGRESS OR OUTSTANDING)
1. HOUSING	1i. Preparation and adoption of New Local Plan to meet future need and strengthen affordable Housing Policy	March 2020	Strategic Planning Manager (Ann Biggs)	March 2022	TO BE IMPLEMENTED
1. HOUSING	1ii. Set up a Homelessness Strategy working group to support achievement of aims	March 2020	Housing Strategy Manager (David Birley) <i>This will need to be updated once known</i>	August 2020 Revised – May 2021	OUTSTANDING Work has been delayed due to COVID-19 but aiming for initial meeting to be held by end May 2021
1. HOUSING	1iii. Establish and approve clearly defined Terms of Reference for the Homelessness Strategy working group to support achievement of aims	March 2020	Housing Strategy Manager (David Birley) <i>This will need to be updated once known</i>	December 2020 Revised – May 2021	OUTSTANDING Work has been delayed due to COVID-19 but aiming for initial meeting to be held by end May 2021. Anticipate ToR to be completed by end of September 2021
1. HOUSING	1iv. Service Level Agreement	March 2020	Housing Strategy Manager	June 2020	OUTSTANDING

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	to be put in place with registered providers to take forward cases of alleged tenancy fraud		(David Birley) <i>This will need to be updated once known</i>	Revised – 2021	Work has been delayed due to COVID-19
1. HOUSING	1v. Viability assessments for Staines property developments are underway	March 2020	Property Development Manager (Richard Mortimer)	TO BE CONFIRMED	IN PROGRESS
2. ECONOMY	2i. Identification and delivery of prioritised actions in the Economic Development Recovery Plan	March 2021	Economic Development Manager (Keith McGroary)	Drafting and agreement of plan and targets. Delivery ongoing and to extend beyond the end of the current 4 year Council cycle.	IN PROGRESS
2. ECONOMY	2ii. Continued assessment of grant applications as part of the governments pandemic grant assistance schemes (both response and recovery)	March 2021	Economic Development and Customer Services teams with support from Payments team Roy Tilbury - lead officer for Rateable Value related	Continuous action New batch of grants announced in 3rd March	IN PROGRESS & ONGOING

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			grants; Keith McGroary - lead officer for discretionary grants not linked to Rateable Value	Budget to be applied in April & May 2021. Some of the discretionary grant to be applied up to end of March 2022.	
3. FINANCIAL RESILIENCE AND COMMERCIAL ASSETS	3i. Property Management Software to be applied for billing tenants on the investment properties (previously indicated by the end of 20/21) and for municipal properties thereafter	November 2020	Group Head Regeneration & Growth (Heather Morgan)	March 2021	IN PROGRESS
3. FINANCIAL RESILIENCE AND COMMERCIAL ASSETS	3ii. Continued monitoring and recovery of significant rental income due from the Council's property portfolio. Worst case scenario modelling of next 10 years for sinking funds adequacy refreshed and	2018	Group Head Regeneration & Growth (Heather Morgan)	Continuous action	IMPLEMENTED & ONGOING

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	reviewed on a weekly basis by Rent Collection Review meeting.				
3. FINANCIAL RESILIENCE AND COMMERCIAL ASSETS	3iii. Continued application of CIPFA'S Financial Management Code (responsibility of whole organisation) in close alignment with the LGA Financial Peer Review recommendations	March 2021	Deputy Chief Executive (Terry Collier)	Continuous action	IN PROGRESS Financial Management Code Self-Assessment took to October Audit Committee. Action Plan for Finance Peer Review recommendations being finalised
6. SUSTAINABILITY & CLIMATE CHANGE	6i. Identification and perusal of prioritised 'Green recovery' actions in the Council's broader recovery plan for Covid-19	March 2021	Group Head Commissioning & Transformation (Sandy Muirhead)	April 2021	IN PROGRESS
6. SUSTAINABILITY & CLIMATE CHANGE	6ii Following approval of the £250k Green Initiatives Fund as part of the Council's 2021/22 Budget, the Climate Change Task Group to make	March 2021	Group Head Commissioning & Transformation (Sandy Muirhead)	June 2021	IN PROGRESS Final timeline dependent on adoption of Committee system

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	recommendations as to how to apply that fund				
6. SUSTAINABILITY & CLIMATE CHANGE	6iii. County are leading on developing a strategy on climate change across the Surrey authorities	March 2021	Group Head Commissioning & Transformation (Sandy Muirhead)	TO BE CONFIRMED	IN PROGRESS Working in partnership with SCC / Boroughs and Districts
7. CORPORATE CAPACITY & RESOURCES	7i. Monitoring impact of departure of experienced officers and managing associated loss of organisational knowledge and talent. Review of staff retention measures to reduce and mitigate the risk of staff departures.	March 2021	ALL / Group Head Commissioning & Transformation (Sandy Muirhead)	Continuous action	IMPLEMENTED & ONGOING A small pay increase for staff agreed to maintain the Council's competitiveness with other local Councils, agreed as part of the 2021/22 Budget