

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 |