

Risk Capacity

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Impact Measures	Pressure to support other service areas or initiatives. Health and safety risks due to operations.
Risk Description	Service failure. Injury.
Potential Consequences	Financial. Reputation. Legal.
Implication	Andrew Bird
Risk Owners	Medium Amber 6
Risk Rating	Medium Amber 3
Final Risk Rating	Medium Amber 3
Target Risk Level	Tolerate
Path	Sustainable Environment/Operational Services/Newcastle Under Lyme
Last Review	30/06/2022
Next Review	28/09/2022
Treatment	Tolerate

Impact

Objectives

Our fleet services support other Council departments in providing fleet procurement and maintenance services, and taxi testing	Operational
LINKED TO: A Healthy, Active and Safe Borough	
LINKED TO: Growing our People and Places	
LINKED TO: Local Services that Work for Local People	
To create a sustainable low carbon environment for residents, businesses, and visitors, starting with the Councils own estate and assets.	Operational
LINKED TO: A Healthy, Active and Safe Borough	
LINKED TO: A Town Centre for all	
LINKED TO: Growing our People and Places	
LINKED TO: Local Services that Work for Local People	
To maintain and enhance the quality and cleanliness of the Borough's public realm and open spaces for the continued enjoyment, health and recreation of residents, businesses and visitors	Operational
LINKED TO: A Healthy, Active and Safe Borough	
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To provide efficient reliable recycling and waste collection services to residents and businesses within the borough, helping residents to waste less, re-use, and recycle more.	Operational
LINKED TO: A Town Centre for all	
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LINKED TO: Local Services that Work for Local People	

Key Controls Identified

Additional staff provided when necessary.
Business Continuity
Critical systems documentation
Expertise exists within the council to develop operational working plans
Health and Safety
Staff

Action Plans

Action Plan Description	Action Plan Type	Action Plan Owner	Due for Completion by	Comments
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Risk Finance

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Impact Measures

Risk Description

Rising inflation, energy and fuel costs. Potential increases in insurance premiums due to changes in staffing numbers, vehicle numbers, operations and insurance claims history. Failure to achieve income due to fluctuation in tonnage of material collected and changes in material prices. Failure to comply with legislation or changes. Failure to have a robust, accurate, and sustainable budget for the service. Failing of managing physical resources such as the depot and vehicles, and control of stock such as bins and bags. Health and safety risks due to operations.

Potential Consequences

Service failure. Third Party intervention. Increase in injury or property claims.

Implication

Financial. Reputation. Legal. Fraud & theft.

Risk Owners

Andrew Bird

Risk Rating

Medium Amber 6

Last Review 30/06/2022

Final Risk Rating

Medium Amber 3

Next Review 28/09/2022

Target Risk Level

Medium Amber 3

Treatment

Treat

Path

Sustainable Environment/Operational Services/Newcastle Under Lyme

Objectives

Our fleet services support other Council departments in providing fleet procurement and maintenance services, and taxi testing

Operational

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Operational

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Key Controls Identified

Absence Management

Additional staff provided when necessary.

Budget in place

Certified competent staff

Consultation with regulatory bodies.

Continued dialogue with Staffordshire County Council re their Dry Recycling Credit Policy.

Debtors list provided monthly

Finance

Head of Service actively monitors the market re prices for recycled material

Head of Service works with the end user to further develop the relationship re recycled material

Income generation activities

Monitoring of budgets and long-term trend planning.

Obtain suitable expertise and resources as and when required

Action Plans

Action Plan Description	Action Plan Type	Action Plan Owner	Due for Completion by	Comments
Look to install Bartec system and TP monitoring on other council vehicles in Street Cleansing areas. Policy Reviews	To incorporate the same system as in Waste & Recycling. Planned	Darren Green	31/03/2023	
Reviews to be completed to Driving at Work Policy	Planned	Andrew Bird Steve Gee Helen Smith	30/09/2022	Drugs Alcohol and Substance Misuse Policy approved. Roll-out to commence Dec 2021 - March 2022.

Risk Funding

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Impact Measures

Risk Description

Funding levels from fees and charges, sponsorship, grants and planning obligations put pressure on the capital programme and revenue budgets.

Potential Consequences

Implication

Risk Owners Andrew Bird

Last Review 30/06/2022

Next Review 28/09/2022

Treatment Tolerate

Medium Amber 3

Medium Amber 3

Path Sustainable Environment/Operational Services/Newcastle Under Lyme

Impact

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Key Controls Identified

Budget in place

Finance

Income generation activities

Action Plans

Action Plan Description	Action Plan Type	Action Plan Owner	Due for Completion by	Comments
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Risk One Council

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Impact

Impact Measures

Risk Description

Unknown overheads, impact on future workload and resources. Planning for the future. Employees within the service undertaking the same role but on different contracts. Failure to have a robust, accurate, and sustainable budget for the service. Health and safety risks due to operations. Consistency of applying policies differs in each service area - both in Sustainable Environment, and across the council.

Potential Consequences

Service failure. Injury (including disease) or death.

Implication

Financial. Reputation. Legal. Fraud & theft

Risk Owners

Andrew Bird

Risk Rating

Medium Amber 6

Final Risk Rating

Medium Amber 6

Target Risk Level

Medium Amber 3

Path

Sustainable Environment/Operational Services/Newcastle Under Lyme

Last Review 30/06/2022

Next Review 28/09/2022

Treatment Treat

Objectives

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Key Controls Identified

Absence Management

Additional staff provided when necessary.

Business Continuity

Communication only through all formal channels in accordance with Communication Strategy

Critical systems documentation

Cross-service officer groups established

Health and Safety

Obtain suitable expertise and resources as and when required

Performance monitoring

Procedures

Staff training.

Training and development system.

Budget in place

Action Plans

Action Plan Description	Action Plan Type	Action Plan Owner	Due for Completion by	Comments
Contract alignment	Planned	Julie Copestake	31/03/2023	
Ensure that policy processes are followed consistently across the service.	Planned	Helen Smith	31/08/2022	To look at contracts and align to remove any issues - this will be completed through natural wastage and when new employees join it will be on the aligned contract Ask HR to ensure that the procedures are consistent in all policies written for the council and especially the service areas concerned in the Sustainable Environment area

Risk Operation of services is not energy efficient

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Likelihood

Impact

Impact Measures

Risk Description Where the running of the service, including vehicles, does not conform to the vision of the council becoming carbon neutral or increasing energy efficiency

Potential Consequences

Implication Financial. Reputation. Legal.

Risk Owners Andrew Bird

Risk Rating Medium Amber 5

Final Risk Rating Medium Amber 5

Target Risk Level Low Green 2

Path Sustainable Environment/Operational Services/Newcastle Under Lyme

Last Review 09/06/2022

Next Review 25/08/2022

Treatment Treat

Objectives

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Key Controls Identified

Data Management

Action Plans

Pursue alternative fuel supply for vehicles

Action Plan Description

Action Plan Type
Planned

Action Plan Owner
Julie Copestake
Steve Gee
Darren Green
Simon Sowerby

Due for Completion by
30/1/2022

Comments

Risk Partner engagement

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Likelihood

Impact

Impact Measures

Risk Description

The partners not engaging with service delivery in recycling and waste, grounds maintenance and street cleansing. Failure to achieve collection of high quality material. Failure to achieve required recycling targets. Health and safety risks due to operations.

Potential Consequences

Service delivery failings. Third Party intervention. Financial. Reputation. Legal.

Implication

Andrew Bird

Risk Owners

Medium Amber 3

Risk Rating

30/06/2022

Last Review

Medium Amber 3

Final Risk Rating

28/09/2022

Next Review

Medium Amber 3

Target Risk Level

Tolerate

Treatment

Path Sustainable Environment/Operational Services/Newcastle Under Lyme

Objectives

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Key Controls Identified

Communication Plan

Communications

Continued dialogue with Staffordshire County Council re their Dry Recycling Credit Policy.

Cross-service officer groups established

Extensive promotion material already produced.

Materials market

Partnership working in place, with contractors and Staffordshire County Council.

Action Plans

Action Plan Description	Action Plan Type	Action Plan Owner	Due for Completion by	Comments
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Risk Results of the DEFRA consultation

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Impact Measures

Risk Description

The full effects of Recycling and Waste Services consultation is currently unknown until DEFRA publish the outcomes. Inappropriate treatment or disposal of waste - this can be recycling, waste and fly tipping debris, including any asbestos disposal from fly tipping.

Potential Consequences

Service delivery affected as we can't afford to implement the recommendations, and as it is a statutory service, there would be Third Party intervention.

Implication

Financial. Reputation. Legal.

Risk Owners

Andrew Bird

Risk Rating

Medium Amber 3

Final Risk Rating

Medium Amber 3

Target Risk Level

Medium Amber 3

Impact

Sustainable Environment/Operational Services/Newcastle Under Lyme

Last Review 30/06/2022

Next Review 28/09/2022

Treatment Treat

Objectives

To create a sustainable low carbon environment for residents, businesses, and visitors, Operational starting with the Councils own estate and assets.

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Action Plans

Review the procedures across the services

Action Plan Description

Action Plan Type
Planned

Action Plan Owner

Andrew Bird
Julie Copestake
Darren Green

Comments

Due for Completion by
31/08/2022

Key Controls Identified

Risk Skill gaps

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Likelihood

Impact

Impact Measures
Risk Description
Potential Consequences
Implication
Risk Owners
Risk Rating
Final Risk Rating
Target Risk Level
Path

Gaps in skills for project delivery - no suitable and effective succession planning. Health and safety risks due to operations. Failure of IT in the service areas.
 Service failure. Injury (stress) claims from remaining staff.
 Finance. Reputation. Legal.
 Andrew Bird
 Medium Amber 6
 Medium Amber 6
 Medium Amber 3
 Sustainable Environment/Operational Services/Newcastle Under Lyme

Last Review
Next Review
Treatment

08/09/2022
 Treat

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Key Controls Identified

Critical systems documentation
 Monitoring of budgets and long-term trend planning.
 Training and development system.

Action Plans

	Action Plan Description	Action Plan Type	Action Plan Owner	Due for Completion by	Comments
Review the skills gap in the service	Investigate shortages and skills amongst workforce to identify and develop current staff for the future.	Planned	Julie Copestake Steve Gee Darren Green	31/03/2023	