

# **PERTH AND KINROSS COUNCIL**

## **Scrutiny Committee**

**5 August 2020**

### **COVID-19 RISK MANAGEMENT ARRANGEMENTS**

**Report by Depute Director (Housing and Environment) (Report No. 20/131)**

The purpose of this report is to:-

- (i) inform the Committee of arrangements in place to manage risks arising from the COVID-19 pandemic; and
- (ii) provide assurance that COVID-19 risks will continue to be considered and monitored in line with the Council's established risk management processes

#### **1. BACKGROUND / MAIN ISSUES**

- 1.1 In 2017 the Strategic Policy & Resources Committee approved a new approach to risk management, and the core foundation documents of the risk management framework ([Report 17/63](#) refers).
- 1.2 This recognised effective management of risk in the Council's activities is a vital part of supporting the delivery of positive outcomes for Perth and Kinross, and set out our vision to be a risk intelligent Council.
- 1.3 Since then, and following an internal Audit report on risk, the Audit Committee asked to be appraised of risk management matters, and the Corporate Risk Register ([Report 19/196](#) refers).
- 1.4 In response to the pandemic, and in line with the Council risk management vision, arrangements were made to manage risks arising specifically as a result of the COVID-19 emergency.
- 1.5 These were aligned with the COVID-19 command structure which had been implemented, and with consideration of existing risk registers and processes.
- 1.6 This report is being presented to the Scrutiny Committee as part of its function to review the adequacy of the arrangements and procedures in operation in relation to the assessment and management of risk. The Committee is asked to consider the content of the report and scrutinise it as appropriate.

#### **2. ESTABLISHED COVID-19 RISK MANAGEMENT ARRANGEMENTS**

- 2.1 In the initial stages of the pandemic, a dynamic risk escalation process was introduced to ensure that any urgent and important risks were considered and responded to at the appropriate level on a daily basis.

- 2.2 A COVID-19 risk register was established to supplement these arrangements and provide Gold Command with clear oversight of ongoing and emergent key risks arising from COVID-19. This register also detailed controls and actions underpinning the Council's response to the pandemic.
- 2.3 Since inception, the COVID-19 risk register has been reviewed and updated on a bi-weekly basis, with input and scrutiny provided by Silver and Gold Command respectively. As the situation progressed, risks were added, amended and removed from the register. Any decisions taken or actions required were communicated shortly thereafter to the individuals or groups tasked to take action. Individual Services were also asked to review their existing risk registers, to take account of the additional challenges presented by the pandemic.
- 2.4 The most recently considered version of the COVID-19 risk register can be found at Appendix 1.

### **3. FUTURE COVID-19 RISK MANAGEMENT ARRANGEMENTS**

- 3.1 As the immediate response to the pandemic subsides and the Council moves towards recovery and renewal, ongoing and emergent COVID-19 risks will continue to be considered and monitored in line with existing risk management processes. The stand-alone COVID-19 risk register will be integrated into both Corporate and Service risk registers.
- 3.2 Programme and project risks, and resultant impacts, arising from the Council's Recovery and Renewal activity, are currently being determined. These will be considered and incorporated into existing registers also.

### **4. CONCLUSION AND RECOMMENDATION**

- 4.1 This report sets out how the Council has responded to risks as a result of the COVID-19 pandemic, alongside the intended future approach to manage COVID-19 risks.
- 4.2 It is recommended that Scrutiny Committee:
- (i) scrutinises the content of this report and the COVID-19 risk register provided at Appendix 1.

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**Approved**

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Barbara Renton	Executive Director (Housing & Environment)	27 July 2020

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan / Single Outcome Agreement	Yes
Corporate Plan	Yes
<b>Resource Implications</b>	
Financial	None
Workforce	None
Asset Management (land, property, IST)	None
<b>Assessments</b>	
Equality Impact Assessment	Yes
Strategic Environmental Assessment	None
Sustainability (community, economic, environmental)	None
Legal and Governance	None
Risk	Yes
<b>Consultation</b>	
Internal	Yes
External	None
<b>Communication</b>	
Communications Plan	None

### 1. Strategic Implications

- 1.1 This report indirectly supports the delivery of the Strategic Objectives within Community Plan/ Single Outcome Agreement 2013-23 and Corporate Plan 2018-2022.

### 2. Resource Implications

#### Financial

- 2.1 Not applicable.

#### Workforce

- 2.2 Not applicable.

#### Asset Management (land, property, IT)

- 2.3 Not applicable.

### 3. Assessments

#### Equality Impact Assessment

- 3.1 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations

between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties.

- 3.2 This report has been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:

- Assessed as relevant for the purposes of EqIA, as several risk actions supported the assistance to vulnerable groups during the very challenging period of lockdown, and shielding.

#### Strategic Environmental Assessment

- 3.3 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals. No further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

#### Sustainability

- 3.4 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:
- 3.5 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

#### Legal and Governance

- 3.6 Not applicable.

#### Risk

- 3.7 This report is entirely related to the management of risk in the organisation during the COVID-19 pandemic. It explains how this relates to the overall Council Risk Management Framework.

### **4. Consultation**

#### Internal

- 4.1 The Chief Internal Auditor has been consulted in the development of this report.

#### External

- 4.2 Not applicable.

## **5. Communication**

5.1 Not applicable.

## **2. BACKGROUND PAPERS**

2.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

## **3. APPENDICES**

3.1 Appendix 1 – COVID-19 risk register