

Appendix 3 - Proposed PEP 2021-26, consultation risk plan

Potential risks related to the PEP consultation

July 2021

Impact	1	2	3	4	5
Probability	Negligible	Minor	Moderate	Significant	Severe
81-100% Almost certain	Low risk	Moderate risk	High risk	Extreme risk	Extreme risk
61-80% Likely to happen	Minimum risk	Low risk	Moderate risk	High risk	Extreme risk
41-60% May happen	Minimum risk	Low risk	Moderate risk	High risk	High risk
21-40% Low chance	Minimum risk	Low risk	Low risk	Moderate risk	High risk
1-20% Unlikely	Minimum risk	Minimum risk	Low risk	Moderate risk	Moderate risk

ID	Date raised	Raised by*	Area	Risk type	Risk description	Risk owner(s)	Probability of risk	Impact if the risk occurs	Severity (rating based on impact and probability)	Stage of consultation likely to occur	Chosen response	Residual risk (severity after mitigation)
1	01/03/21	ES	Consultation engagement	Performance	Technical failure in online engagement sessions	SS/ES	41-60%	3	Moderate risk	During consultation period	Having two hosts that can control the meeting so if one has technical issues the other can take	Low risk

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2	01/03/21	ES	Political	Schedule	Lead councillor changing the direction of proposed policy in the Parking and Enforcement Plan requiring rewrites of the policy.	SS/ES	41-60%	5	High risk	Pre-consultation period	Having contingency within the schedule for review and updates. Making sure that deadlines are made clear and that as much time as possible is given.	High risk
3	01/03/21	ES	Consultation engagement	Performance	Lack of uptake in the engagement sessions.	SS/ES	41-60%	3	Moderate risk	During consultation period	All communication streams utilised to promote sessions. Consolidating the sessions if uptake is too low. Separate sessions with estate residents and healthcare workers.	Low risk
4	01/03/21	ES	External	Schedule/ Performance	Natural disaster/ emergency in London - prevents access to the questionnaire.	SS/ES	1-20%	5	Moderate risk	Throughout	Tolerate risk as it is out of our control. Alternative timelines have been assessed.	Moderate risk
5	01/03/21	ES	External	Schedule/ Performance	Pandemic - prevents access to the questionnaire.	SS/ES	1-20%	5	Moderate risk	Throughout	Tolerate risk as it is out of our control. Alternative timelines have been assessed.	Moderate risk
6	01/03/21	ES	Staff	Schedule	Lack of staff due to holidays or illness.	SS/ES	41-60%	3	Moderate risk	Throughout	Check staff and team members availability in advance of scheduling. Seek resources from other service areas if required.	Low risk

7	01/03/21	ES	Political/ management	Schedule	Sign off period delaying project progress/ start date.	SS/ES	41-60%	5	High risk	Pre-consultation period	Make sponsor and senior management team aware of timelines and give deadlines for review where possible.	High risk
8	01/03/21	ES	I.T	Performance	Security - nefarious sources getting access to consultation data	SS/ES	1-20%	5	Moderate risk	Throughout	Tolerate risk as it is out of our control. Usual business as usual security is in place.	Moderate risk
9	01/03/21	ES	Consultation engagement	Performance	Abusive participants in online engagement sessions.	SS/ES	1-20%	3	Low risk	During consultation period	Attendees will be warned about acceptable behaviour. Hosts can remove participants. Team members can remove and block comments during the sessions. Participants to register a place and give details about themselves.	Minimum risk
10	01/03/21	ES	Consultation responses	Performance	Organised group submissions skewing result	SS/ES	1-20%	3	Low risk	During consultation period	Tolerate risk as we are unable to stop anybody completing the questionnaire. All responses will be analysed after the consultation period and any patterns will be noted.	Minimum risk
11	02/03/21	SS	Political	Schedule	Purdah period changing/ being postponed.	SS/ES	21-40%	4	Moderate risk	Pre consultation period	Tolerate risk as it is out of our control. Alternative timelines have been assessed.	Moderate risk

12	02/03/21	SS	Security	Performance	GDPR not adhered to. Data confidentiality breached.	ES/SS	21-40%	5	High risk	Throughout	Reduce likelihood through following correct GDPR procedures. Contact lists and personal data stored in shared drive document and only accessed by the Policy Team members. BCC used in all group emails.	Moderate risk
13	04/03/21	EG	Communications	Performance	There is also a risk of consultation fatigue as due to purdah as there is a high number of consultations from different departments. Thoughtful planning on the engagement sessions is required not to lose the public interest in the PEP consultation.	EG/MC	41-60%	5	High risk	During consultation period	Engagement sessions spread out throughout the consultation period. Public sessions spread out. Consult with senior consultation officer regarding other drop-in sessions planned by other service areas.	Moderate risk
14	04/03/21	EG	Communications	Performance	Several proposals within the PEP which could be deemed controversial such as emission based charging, estate permits, and visitor vouchers, and could create buzz in media, social media and interest groups.	EG/MC	41-60%	5	High risk	Throughout	Engagement sessions planned with key stakeholder groups to answer queries. Working closely with Kristoffer from the comms team and having clear dialogue. Promoting the engagement sessions so that the public are aware that they can give feedback.	High risk

16	04/03/21	MC	Communications	Schedule	Print schedules delayed due to problems relating to COVID-19 restrictions	EG/MC	21-40%	3	Moderate risk	Pre-consultation period	To consult with the Print Team regularly to make sure that print deadlines can be met. Making the Print Team aware of the job. Launching consultation with a letter rather than a full booklet and questionnaire.	Low risk
17	04/03/21	MC	Communications	Schedule	Design schedules delayed due to problems relating to COVID-19 restrictions	EG/MC	21-40%	3	Moderate risk	Pre-consultation period	Work closely with the design team to make them aware of deadlines	Low risk
18	08/03/21	SS	Communications	Schedule	Launching with a letter/leaflet to permit holders that use post instead of booklet/questionnaire may not be seen as enough	SS/ES	21-40%	4	Moderate risk	During consultation period	Check with comms and consultation officer to advise. Make sure the letter has all clear ways to complete a questionnaire on it, telephone, postal request, online. Newspaper advertising a few days later	Low risk

*Council officer initials