

Appendix 7b - PEP 2022-27

Risk assessment report for listening exercise

July 2022

1. PURPOSE/BACKGROUND

The purpose of the project is to collate feedback from businesses and residents within the borough on the proposed price changes to permits.

Last year the Council consulted on the proposal for the new Parking and Enforcement Plan 2022-27 over a 13-week period between August and November 2021. Following this consultation and the feedback provided, we invited residents, business owners to have their say over a three-week period (15 June - 6 July 2022) on the revised proposals for parking permit prices.

The exercise was limited to feedback about the revised permit prices only. This allowed us to consider all feedback we received on this proposal before making any recommendations.

2. REPORT SCOPE

The scope of the risk analysis report is to calculate and present the cost and schedule contingencies at an appropriate level.

2.2 Project scope

- Carry out a 3-week consultation with Hackney Council residents, business owners.

3. RISK ANALYSIS RESULTS

A number of risks were identified throughout the feedback exercise which took place for a total period of three weeks.

3.1 Risk and issue log

A risk and issue log was created which identified several risks and issues to the exercise (consultation) which were mitigated accordingly. Please see appendix one.

A summary of the potential risks which were identified are as follows:

- Preparing consultation materials in time for the consultation start on 16 June
- Pre-election period- may have to delay PEP.

This did not have an impact on the time taken to complete the project and cost of the project.

3.2 Schedule risk analysis

The pre-election period for the De Beauvoir by-election started on 31 May 2022 and continued until 7 July 2022. The Policy team consulted legal on whether the feedback exercise could proceed. The advice received explained that we could proceed with the feedback exercise as it was connected to the consultation exercise undertaken last year, and was not a new consultation.

The decision to undertake the feedback exercise was made on the 12 May 2022 and legal gave their approval to proceed with the feedback exercise on 6 June 2022, which ran for 3 weeks. The original start date was moved from Monday 13 June to Thursday 16 July to provide more time to complete pre-consultation preparation.

The duration of the feedback exercise was extended to over three weeks, to provide more time for the public to respond.

4. SUMMARY

Overall, the consultation was a success and whilst we did identify some risks, they had no adverse effect on the project.

APPENDIX 1 GENERAL RISK LOG

ID	Date raised	Risk/issue description	Likelihood of risk/issue	Impact if the risk/issue occurs	Severity (rating based on impact and likelihood)	Owner (person who will manage the risk/issue)	Mitigating action	Resolution	Closed date	Status
1		.Preparing consultation materials in time for the consultation start on 13 June	Moderate risk	High risk	Moderate risk	Eloise Grimes - Project Support Officer				Closed
2		Analysing the consultation results in time for PSG	High risk	High risk	Minimum risk	Eloise Grimes - Project Support Officer				Closed
3		PEP changes not accepted by councillors.	High risk	Extreme risk	Moderate risk					Closed
4		New Group director- may prevent the PEP going to September Cabinet as may want to review and provide feedback.	High risk	Extreme risk	Low risk					Closed
5		Pre-election period- may have to delay PEP.	Extreme risk	Extreme risk	Extreme risk					Closed
6		Designer availability may be limited.	Moderate risk	Extreme risk	High risk	Eloise Grimes - Project Support Officer				Closed
7		Name record not accurate, if letter sent out may risk breaching UK-GDPR rules	High risk	Extreme risk	Low risk	Eloise Grimes - Project Support Officer				Closed

8		Postal strike	Low risk	Moderate risk	Moderate risk					Closed
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ISSUE REGISTER LOG

ID	Date raised	Issue description	Likelihood of risk/issue	Impact if the risk/issue occurs	Severity (rating based on impact and likelihood)	Owner (person who will manage the risk/issue)	Mitigating action	Recommendation	Decision	Closed date	Status
1	07/06/2022	Internet connection problems experienced whilst the virtual drop-in session is	High	High	High	Eloise Grimes - Project Support Officer	Escalated the task to the Senior Consultation Officer who will talk to the designer on Monday 16 March 2020.	Feedback exercise has been extended from 14 days to 21 days	Feedback exercise has been extended to 24 days	07/06/2022	Closed

The end.