

Appendix 5 - Motorcycles risk assessment report

Motorcycle parking permits review

Summary and recommendations - Cabinet paper

January 2021

1. PURPOSE/BACKGROUND

The purpose of the project is to consult on introducing parking permits for motorcycles, bringing it in line with other vehicles which have emissions-based permits as well as introducing lockable stands in motorcycle bays.

The proposed introduction of emissions-based parking permits for motorcycles is designed to encourage people to switch to less polluting vehicles or more sustainable forms of transport. Introducing lockable stands for motorcycle bays aims to improve security for those that need to ride.

A schedule of a 12-week consultation period was set with a proposed budget of £30,366.25. However the 12-week period was extended for a further 12-weeks due to the lockdown measures put in place by the Government due to the coronavirus pandemic.

2. REPORT SCOPE

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

2.1 Project scope

- Carry out a 12-week consultation with both internal and external stakeholders with no limitations on a possible extension.
- Carry out a consultation using a budget of £30,366.25 with an allowance of +10%.

3. RISK ANALYSIS RESULTS

A number of risks were identified throughout the consultation period which took place for a total period of 24 weeks.

3.1 Risk and issue log

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

A summary of the main risks identified are as follows:

Due to a national lockdown imposed by the Government because of the coronavirus pandemic, the following measures were taken:

- The consultation was extended for a further 12 week period
- Nine drop-in sessions were canceled and virtual drop-in sessions were carried out.

This had an impact on the time taken to complete the project and cost of the project.

3.2 Cost risk analysis

An initial budget of £30,366.25 was set for the project and an actual cost of £19,029.23 was spent. However due to the extension of the consultation there was an additional cost of £9,026.60 which is still below the initial budget. Please see appendix two for the financial risk log.

3.3 Schedule risk analysis

On 16 March 2020, the Government announced a national lockdown which meant that a decision was made to extend the consultation period.

Although the consultation carried on, the Council saw the need to extend it to give everyone more time to provide their feedback whilst adjusting to the new measures imposed nationally. Details of the government announcement in relation to the COVID-19 can be found in appendix 3.

4. SUMMARY

Overall, the consultation was a success and whilst the lockdown measures posed a threat, neither it nor the other risks identified had an 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	13/03/2020	Questionnaire not sent to residents before purdah.	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.	Purdah has been cancelled as the London Mayoral election was moved to May 2021.	30/03/2020	Closed
2	13/03/2020	Drop-in sessions may be cancelled due to the coronavirus pandemic lockdown.	High	High	High	Mariana Guerrero - Project Support Officer	Monitoring government guidance and Council announcements.	All scheduled face-to-face drop-in sessions have been cancelled - see ID 8 of the general risk log.	10/08/2020	Closed
3	17/03/2020	Backlog in preparing A7 promotional cards for distribution, due to council staff working from home.	Medium	High	High	Busola Adeyeri - Project Team	When the rubber bands are delivered, assistance will be sought to prepare the cards for distribution.	Stock destroyed as the remaining A7 cards (500) cannot be distributed as the coronavirus pandemic continues.	30/03/2020	Closed
4	17/03/2020	Extending the consultation.	Medium	High	High	Busola Adeyeri - Project	No mitigating action - may have to extend the consultation for a further 12 week.	Extended until 10 August 2020.	10/08/2020	Closed

						Team				
5	17/03/2020	Cost increased due to reprinting of literature and readvertising.	Medium	High	High	Busola Adeyeri - Project Team	See the financial risk log in appendix 2.	See financial risk log in appendix 2.	10/08/2020	Closed
6	18/03/2020	Hackney Council post room may close which may prevent the mail out of the consultation packs.	Medium	Medium	Medium	Eloise Grimes - Project Support Officer	Check with the Business Support Team on whether the post room is open. Otherwise, a contingency plan is in place to purchase stamps and send out questionnaires manually.	Postponing posting the consultation packs. This will be sent out at the start of the consultation extension period.	10/08/2020	Closed
7	18/03/2020	Risk of staff drop-in sessions being cancelled on 2 April 2020.	High	High	High	Eloise Grimes - Project Support Officer	Monitoring reports from Hackney Corporate Team and senior management.	See drop-in sessions log in appendix 1 - consultation and engagement report.	10/08/2020	Closed
8	02/04/2020	Drop-in sessions maybe cancelled due to lockdown because of coronavirus pandemic.	High	High	High	Mariana Guerrero - Project Support Officer	Following Council announcements and senior management advice, a decision was taken to cancel all drop-in sessions..	Drop-in sessions from 16 May 2020 have been cancelled. A total of 9 out of 12 sessions arranged have been cancelled. See Drop-in session log for the reschedule of sessions.	10/08/2020	Closed
9	21/07/2020	Possibility of a hostile audience in the online drop-in sessions, that	Medium	High	Medium	Mariana Guerrero - Project Support Officer	A full explanation of the housekeeping rules to be given to the participants at the start of the session to avoid the use of abusive language.	If participants become abusive they will be removed from the online session.	10/08/2020	Closed

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		have been setup for the extension of the consultation period.								
10	21/07/2020	No participants joining the online drop-in sessions setup for the extension of the consultation.	Medium	Medium	Medium	Mariana Guerrero - Project Support Officer	Advertisements on social media, different newspapers, and the Council consultation website to encourage take up.	The session will still go ahead. The proposals will be presented and recorded.	10/08/2020	Closed
11	23/07/2020	Internet connection problems experienced whilst the virtual drop-in session is taking place.	Medium	Low	Medium	Busola Adeyeri - Project Team	Another moderator will take over the session and apologise for any technical issues.	Session carries on as normal.	10/08/2020	Closed
12	27/07/2020	Participants not sending their questions via Slido for the question and answer sessions which were setup for the extension of the consultation.	Medium	Low	Medium	Mariana Guerrero - Project Support Officer	Advertisements on social media, different newspapers, and the Council consultation website to encourage take up.	The question and answer session will be recorded and moderators will respond to frequently asked questions instead.	10/08/2020	Closed

APPENDIX 2
FINANCIAL RISK LOG

	Item	Cost estimate	Actual cost	Estimated additional cost	Actual additional cost
Design labour					
1	Consultation design	£1,375.00	£3,506.25	£110.00	£1,530.00
Postage					
2	@ 2nd class	£1,753.80	£0.00	£0.00	£1,422.00
Print costs					
3	Consultation booklet, questionnaire print and envelopes	£1,480.50	£2,072.70	£0.00	£566.30
4	Banner 1	£725.00	£580.00	£0.00	£0.00
5	Banner 2	£725.00	£290.00	£0.00	£0.00
6	Banner 3	£725.00	£290.00	£0.00	£0.00
7	Vinyl overlay banners	£0.00	£0.00	£100.00	£0.00
8	Poster 1 (A4)	£35.90	£0.00	£0.00	£0.00
9	Poster 2 (A3)	£55.76	£27.88	£0.00	£0.00
10	All weather non tear posters A4	£300.00	£600.00	£0.00	£260.55
11	Die cut out motorcycle cards	£355.50	£592.50	£592.50	£0.00
12	Hackney public notice boards (for posters)	£2,100.00	£1,750.00	£0.00	£0.00
Subtotal		£6,502.66	£6,203.08	£692.50	£826.85

Newspaper advertising					
13	Hackney today	£1,506.00	£1,192.80	£2,280.00	£1,900.00
14	Hackney life	£1,372.80	£1,192.80	£0.00	£1,900.00
15	Hackney Gazette web	£1,080.00	£1,080.00	£0.00	£0.00
16	Hackney Gazette	£3,240.00	£600.00	£300.00	£780.00
17	Londra Gazete	£1,080.00	£660.00	£0.00	£0.00
18	Jewish Tribune	£1,377.00	£459.00	£0.00	£0.00
Subtotal		£9,655.80	£5,184.60	£2,580.00	£4,580.00
Drop-in sessions					
19	I (heart) Hackney bags	£256.00	£262.60	£0.00	£0.00
20	I (heart) Hackney mugs	£465.00	£488.59	£0.00	£0.00
	Zoom for virtual sessions	£0.00	£0.00	£0.00	£52.79
21	Travel expenses	£0.00	£0.00	£0.00	£0.00
22	Market stalls + gazebo	£120.00	£30.00	£0.00	£0.00
23	Catering	£810.00	£0.00	£0.00	£0.00
24	Pitch fee (Broadway and Ridley Road markets)	£100.00	£50.00	£0.00	£0.00
Subtotal		£1,811.00	£831.19	£0.00	£52.79
Online advertising					
26	Social media and online advertising posts	£240.00	£120.00	£0.00	£0.00
Other advertisements					
27	JCDecaux	£3,600.00	£666.00	£600.00	£0.00

28	Labour for posters set up	£1,881.00	£1,188.00	£0.00	£0.00
29	Removal of posters	£1,881.00	£0.00	£0.00	£0.00
Subtotals		£7,362.00	£1,854.00	£600.00	£0.00
Translation					
30	Booklet, questionnaire and response translation	£999.99	£0.00	£0.00	£0.00
Employee overtime					
31	Questionnaire input	£666.00	£0.00	£0.00	£614.96
Extras					
32	Rubber bands	£0.00	£0.00	£0.00	£0.00
33	Cable ties	£0.00	£54.76	£0.00	£0.00
34	Fleece	£0.00	£143.70	£0.00	£0.00
35	T-shirts	£0.00	£0.00	£0.00	£0.00
36	Bags for laptop	£0.00	£29.98	£0.00	£0.00
37	Clip boards	£0.00	£2.95	£0.00	£0.00
38	A7 promotional cards distribution	£0.00	£944.32	£944.32	£0.00
39	Security	£0.00	£154.40	£0.00	£0.00
40	Focus group incentives	£0.00	£0.00	£600.00	£0.00
		£0.00	£1,330.11	£1,544.32	£0.00
Total		£30,366.25	£19,029.23	£5,526.82	£9,026.60
		Estimate	Actual	Difference =+/-	
	Total expenditure	£35,893.07	£28,055.83	£7,837.24	

APPENDIX 3
COVID-19 CHRONOLOGY

COVID-19 Chronology				
Date	Start date	End date	Government advice	Councils response
30/03/2020	16/03/2020	17/03/2020	During his first daily press briefing, the Prime Minister (PM) Boris Johnson urges everybody in the UK to work from home and avoid pubs and restaurants to give the NHS time to cope with the pandemic.	Council asked all staff members to trial working from home (WFH) for a week and log any issues identified in order to prepare for when all staff are required to WFH.
30/03/2020	18/03/2020	Until further notice (UFN)	The government announces most schools across England will be shut down from Friday until further notice.	All staff except for frontline service staff to continue WFH until further notice.
30/03/2020	20/03/2020	UFN	PM Boris Johnson orders all pubs, restaurants, gyms and other social venues across the country to close their doors for the foreseeable future.	All staff except for frontline service staff to continue WFH until further notice.
10/08/2020	23/03/2020	UFN	The UK public is told that they will only be allowed to leave their homes for limited reasons, including food shopping, exercise once per day, medical need and travelling for work when absolutely necessary. All shops selling non-essential goods are told to close, gatherings of more than two people in public are banned, events including weddings - but excluding funerals - are cancelled.	All staff except for frontline service staff to continue WFH until further notice.
10/08/2020	24/05/2020	UFN	PM Boris Johnson confirms there will be a phased reopening of England's primary schools.	All staff except for frontline service staff to continue WFH until further notice.

10/08/2020	25/05/2020	UFN	PM Boris Johnson announces plans for shops across England to open in June if they can meet the coronavirus guidelines to protect shoppers and workers. Outdoor markets and car showrooms could open from 1 June and all other non-essential retailers - such as those selling clothes and books - will be allowed to open from 15 June, provided the government's five tests are met.	All staff except for frontline service staff to continue WFH until further notice.
10/08/2020	01/06/2020	UFN	Lockdown measures are eased, with school children in England in Reception, Year 1 and Year 6 returning to the classroom.	All staff except for frontline service staff to continue WFH until further notice.
10/08/2020	15/06/2020	UFN	England's retail parks, high streets and shopping centres welcome customers, while zoos and safari parks open their doors for the first time since March. Places of worship reopen for private prayer while some secondary school pupils have begun returning to their classrooms.	All staff except for frontline service staff to continue WFH until further notice.
10/08/2020	17/07/2020	None	PM Boris Johnson eases the work-from-home guidance as he sets out plans for a "significant return to normality" in England from as early as November.	All staff except for frontline service staff to continue WFH until further notice.