

Statutory Compliance Management in Council Buildings

Description

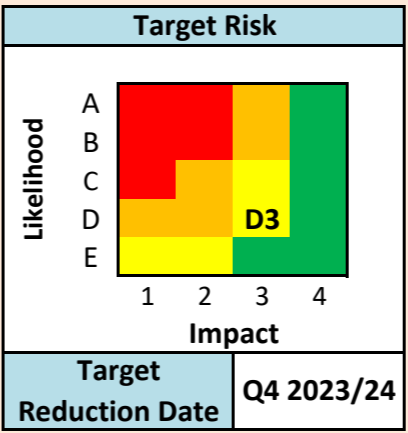
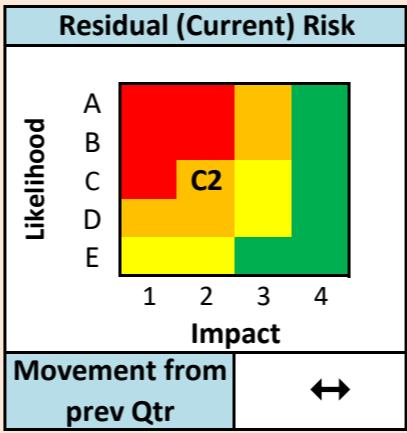
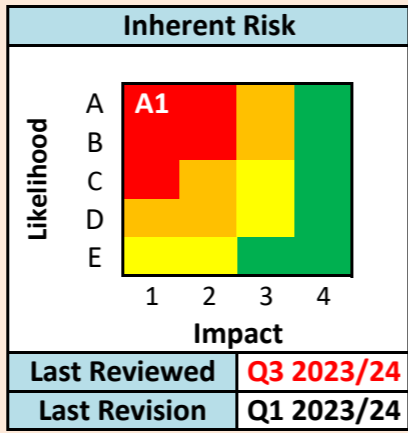
Non completion of cyclical statutory inspections or the remedial works arising out of the inspections, required to maintain the premises and related installations in a safe and legally compliant condition.

Potential Impact(s)

Potential consequences of non-compliance with statutory maintenance:

- Fatalities or serious injuries
- Closure of part or whole of facilities with major disruption to service delivery
- HSE interventions and consequential actions including fines and prosecution;
- Significant additional expenditure requiring realignment of Corporate budgets;
- Temporary relocation of staff
- Temporary loss of operational service
- Invalidation of insurance policy
- Serious adverse impact on reputation
- Damage to fabric of building or other equipment

Type(s) of Impact	
<ul style="list-style-type: none"> • Service Delivery • Reputational • Legal • Financial 	<ul style="list-style-type: none"> • Health & Safety • Partnership • Community & Environment • Stakeholder



Risk Owner(s)	
Neil Hanratty (Donna Jones)	Councillor Russell Goodway Investment & Development

What we've done/are currently doing to achieve the Residual Risk Rating

Contractor

- Consequential remedial work identified on test certificates.
- Statutory maintenance contracting arrangements in place as specification for statutory obligations testing and new risk based specification for legionella management supported by RAMIS.
- Internal resource reviews review all test certificates, remedial work captured and communicated to client as necessary/applicable
- Statutory Obligations Team continues to provide monitoring and supervision of statutory obligations contractor including contractor training arrangements on Council system. Incorporating latest advice from bodies such as HSE.

RAMIS IT Software

- Bi-monthly reporting on statistics to SMT for all to consider any issues / mitigations.
- Continue to ensure the number of Building Managers with training remains appropriate in terms of number and coverage.
- Compliance ratings target set at 80% minimum
- Condition surveys have been completed to maintain our understanding /knowledge of all the Council's land and property holdings.

Linked Risks

Health & Safety

What we plan to do to meet target

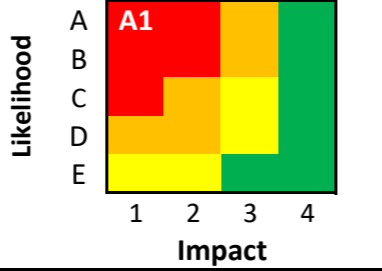
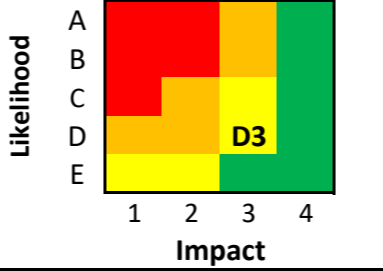
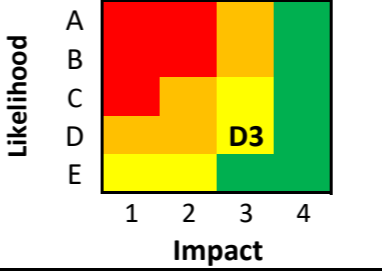
Statutory Compliance

- Continue to commission investigations / work to complete required compliance testing (and works required) in respect of 'gaps' in compliance identified by reports from RAMIS.
Q2, 2023/24 update - Gaps in compliance identified and in process of being actioned. **ONGOING**
- Completed a review of arrangements and appointed new Framework contractor for statutory inspections/maintenance for non-domestic Council premises. Under new Framework, tighter controls established within the new contract to ensure good performance. Enhanced governance with Building Managers to ensure essential works are progressed to ensure compliance. Stat Maintenance Team have now moved to SED - moved to SED restructure complete. (now moved to Q4, 2023/24 to align with restructuring critical teams). **Q4 23/24**
- Risk reduction is on target to to be reduced as planned for Q4, 2023/24. Work is currently focussed on resolving residual tasks from previous contractor, and delivering on the planned inspection and works programme for 2023/24 - which is on target. **Q4 23/24**

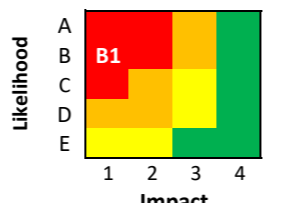
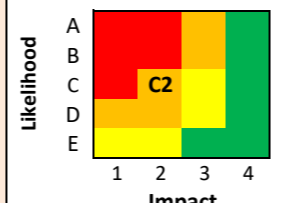
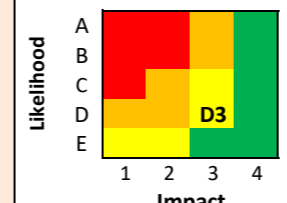
Key Indicators / Measures used to monitor the risk

Compliance stats from the Corporate Health & Safety Team.

Health & Safety

Description		Inherent Risk	Residual (Current) Risk	Target Risk	Risk Owner(s)									
<p>Non Compliance with corporate Health and Safety arrangements to control key risks across the Council in line with statutory requirements.</p>		 <p style="text-align: center;">Likelihood</p> <p style="text-align: center;">Impact</p>	 <p style="text-align: center;">Likelihood</p> <p style="text-align: center;">Impact</p>	 <p style="text-align: center;">Likelihood</p> <p style="text-align: center;">Impact</p>	<p>Neil Hanratty (Donna Jones)</p>	<p>Councillor Chris Weaver Finance, Modernisation and Performance</p>								
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Last Reviewed</td> <td style="width: 50%;">Q3 2023/24</td> </tr> <tr> <td>Last Revision</td> <td>Q1 2023/24</td> </tr> </table>	Last Reviewed	Q3 2023/24	Last Revision	Q1 2023/24	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Movement from prev Qtr</td> <td style="width: 50%; text-align: center;">↔</td> </tr> </table>	Movement from prev Qtr	↔	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Target Reduction Date</td> <td style="width: 50%;">N/A</td> </tr> </table>	Target Reduction Date	N/A		
Last Reviewed	Q3 2023/24													
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Target Reduction Date	N/A													
Potential Impact(s)		What we've done/are currently doing to achieve the Residual Risk Rating			What we plan to do to meet target									
<ul style="list-style-type: none"> Fatalities Serious injuries Prosecution – fines for corporate body and/or fines/imprisonment for individual Civil Claims Negative Publicity 		<ul style="list-style-type: none"> RAMIS -Reports submitted to Corporate Health & Safety Forum and Senior Management Team. Based on Current HSE National Advice Condition Surveys School Buildings - Shared with Schools . Insurance fire safety improvements actioned. Including safe operation of the fire suppression system in Lamby Way MRF and Fire Risk Assessment updated. Continue Asbestos Training - Online and face to face taking place. Briefing sessions for technical departments and Building Managers to ensure they understand their responsibilities under the Corporate Asbestos Management (CAM) Plan. RAAC Inspections - Schools inspections are complete, with no RAAC identified in the schools. RAAC inspections are now being progressed for the remaining Council premise portfolio. <ul style="list-style-type: none"> Due to the cumulative effect of both the current financial situation and anticipated adverse weather conditions experienced over the Autumn/Winter months the Schools' Health and Safety SLA Service will adopt a reactive model focusing on premises and building safety to ensure the highest risk is being prioritised across all schools. It is also anticipated the budget pressure on schools may have an impact on schools' statutory maintenance compliance. 			<ul style="list-style-type: none"> Continue to monitor embedding of current controls to reduce the overall risk ONGOING RAAC Inspection - Work continues to inspect the Council premise portfolio, (non schools), it is anticipated this will be completed by the end of October - ONGOING A schools' risk register has been created and will be continually updated. Officers will monitor on a monthly basis - ONGOING Statutory compliance will be closely monitored and reported on a quarterly basis. 									
Type(s) of Impact		Linked Risks			Key Indicators / Measures used to monitor the risk									
<ul style="list-style-type: none"> Service Delivery Reputational Legal Financial 		<p>Non-completion of Statutory Building Equipment Maintenance</p>			<p>RAMIS is used to monitor statutory risk in relation to premises safety, bi-monthly reporting to SMT, quarterly reporting to Health and Safety Forum.</p> <p>Compliance against annual Corporate H&S Objectives, used to monitor improvement secured in Service Areas, reported to Health and Safety Forum.</p>									

Recycling Performance

Description	Inherent Risk	Residual (Current) Risk	Target Risk	Risk Owner(s)
<p>Failure to meet statutory recycling performance targets within the Waste (Wales) Measure 2010</p> <p>Failure to meet target may lead to Welsh Government imposing fiscal penalty</p>	 <p>Last Reviewed Q3 2022/23 Last Revision Q1 2022/23</p>	 <p>Movement from prev Qtr ← →</p>	 <p>Target Reduction Date 2024/25</p>	<p>Neil Hanratty (Matt Wakelam)</p> <p>Councillor Caro Wild Climate Change</p>

Potential Impact(s)	What we've done/are currently doing to achieve the Residual Risk Rating B1:BB16	What we plan to do to meet target
<p>Financial</p> <ul style="list-style-type: none"> Penalties Financial costs to improve recycling performance <p>Strategic/ Reputational</p> <ul style="list-style-type: none"> Reputational consequence with citizens and key stakeholders 	<p>Cardiff's Recycling Strategy 2022-2025 Cleaner and Greener</p> <ul style="list-style-type: none"> Recycling Strategy for Cardiff sets out the Council's long-term objectives over the next 3 years and considers economic, social and environmental aspirations, to ensure Cardiff is one of the leading cities in the world for recycling. Strategy was approved at September 22nd 2022 Cabinet meeting; Agreement in principle be given to the programme of change set out in the Recycling Strategy 2022-25: 'Greener and Cleaner' and this report and delegate authority to the Director of Economic Development in consultation with the Cabinet Member for Climate Change to roll-out the phased implementation of the programme including: Agreement in principle be given to the programme of change set out in the Recycling Strategy 2022-25: 'Greener and Cleaner' and this report and delegate authority to the Director of Economic Development in consultation with the Cabinet Member for Climate Change to roll-out the phased implementation of the programme including: <ul style="list-style-type: none"> The phased roll-out of segregated recycling as set out in this report across household properties in Cardiff. The review of residual waste provision to support introduction of measures to increase participation in food waste recycling Undertake further pilot work in relation to Houses of Multiple Occupancy and Flats to improve recycling performance including the testing of communal segregated recycling bins. Review the expansion of kerbside collection services to cover items currently not collected at the kerbside. Enhance and strengthen education and enforcement to deliver improved recycling compliance across household properties in Cardiff. Develop the business case to move from a Material Recovery Facility to a Material Handling Facility required to manage segregated recycling Improvements to the trade / business waste model to improve recycling and meet new legislative requirements. Identification of wider Council / service area change to value resources and minimise the Council's impact on climate change. the plans to enhance the cleansing service, including the move balanced resourcing and 'same day cleanse' following collections for inner wards be noted. the development of a business case for a future repair and re-use 'superstore' be noted. A further report will be brought regarding the business case. Pilot for segregated recycling commenced 24th Jan 2022 - participation 10,000 properties and is now complete. <p>Wider Governance & Compliance</p> <ul style="list-style-type: none"> Working in partnership with WG, WRAP & WLGA to deliver the actions within the new Recycling Strategy, Implementation Plan & individual business cases <ul style="list-style-type: none"> segregated recycling modelling and business case - Draft Initial Strategic Project Assessment (ISPA) was submitted to WG in Q3 material recovery facility to material handling facility, outline design and business case - delivery of outline design Q4 2023/24 development of blueprint model for flats, working in partnership with Swansea council trade business waste recycling review in preparation of new legislation A project team of Cardiff Council, WRAP and Welsh Government meet monthly to discuss business cases and implementation programme Update provided to Welsh Government Officers on current position in terms of recycling performance and programme for improvements as part of the delivery of the Recycling Strategy 2022-25 - complete Response to Minister re 2020/21 recycling performance - Meeting took place with Minister on February 27th 2023 to discuss below target recycling performance (58.19% against target 64%) - Minister has responded to state no fiscal penalty will be issued for 2020/21. However, Minister recognises underachievement of target and therefore wants to see evidenced improvement going forward. 	<p>Cardiff's Recycling Strategy 2022-2025 Cleaner and Greener</p> <ul style="list-style-type: none"> Phase 1 segregated recycling rolled out to 36,000 properties on 20th February 2024 - resident communications and bags/ caddies being delivered in Jan/ Feb 2024 along with outreach / engagement events in Hubs and other settings Phase 2 segregated recycling rolled put to further 80,000 properties in Jun-Aug 2024 Outline business case to be developed for a future repair and re-use 'superstore' - working with Cardiff Met on a cleaner growth relating to circular economy - Q2 2024/25 Until this work is completed future repair/ reuse superstore is on hold to ensure a sustainable approach which is not detrimental to charities and grass root businesses. Recycling Performance Targets set within the Strategy are: 2021/22 = 64% - final validated performance for year is 58.19% 2022/23 = 64% - final validated performance for year is 61.57% 2023/24 = 64% - current performance at Q2 is 62.42% 2024/25 = 70% <p>Wider Governance & Compliance</p> <ul style="list-style-type: none"> Quarterly meetings with Julie James MS, Minister for Climate Change, and WG to monitor actions to improve recycling performance ONGOING The April 2024 target will not be achieved for implementation and therefore further correspondence will be required with Welsh Government officers following decision by Cabinet supporting the extension of frequency to residual collections - letter from Cabinet Member to be drafted to minister explaining council position in Q4 2023/24 Material recovery facility to material handling facility - delivery of outline design Q4 2023/24

Type(s) of Impact	Linked Risks	Key Indicators / Measures used to monitor the risk
<ul style="list-style-type: none"> Reputational Financial 	<p>Directorate Risk Register risks: RNS 11 - Financial Pressures</p>	<ul style="list-style-type: none"> Quarterly monitoring recycling % from waste data flow - 23/24: Q1= 63.80% Total final validated 22/23= 61.57% Total final validated 21/22= 58.19% Monthly tonnage monitoring Monthly financial monitoring in each area of waste