CORPORATE RISK REGISTER (OCTOBER 2021)

	A Very High				
	B High			10	1
LIKELIHOOD	C Medium			2 4 5 6 7 8 9	3
7	D Low / Very Low				
		4 Insignificant	3 Minor	2 Moderate	1 Major
		,	IMPAC	Τ	

Risk	Risk	Description
no.	score	
1	B1	Local Plan
2	C2	Increase in demand for financial and housing assistance
3	C1	Financial resilience
4	C2	Economic Development
5	C2	Data/Information
6	C2	Business Continuity
7	C2	Housing Capital Finance
8	C2	Cybersecurity
9	C2	Delays in issuing planning permission
10	B2	Climate emergency

REF	RISK (IF-THEN)	BACKGROUND CAUSE-EFFECT	Likelihood	Impact	Inherent Risk Rating	MITIGATION/ CURRENT CONTROLS	Likelihood	Impact	Residual Risk Rating	FURTHER ACTION REQUIRED (INCLUDE TIMESCALES)	RISK OWNER	COMPLETI ON REVIEW DATE
Risk No 1 Local Plan	Vulnerability: Without an adopted Local Plan (LP) and with the introduction of the Housing Delivery Test from November 2018, the Council's ability to deliver housing at the required rate will lead to the presumption in favour of sustainable development being applied and the requirement to prepare an action plan. Consequence: Without an adopted plan setting the Council's housing requirement at 518 the measurement used will be the 2014 household projection figures/standard method for assessment with an annual requirement of 923 homes. This will result in vulnerability to planning appeal decisions and potential development in the Green Belt as the presumption in favour of sustainable development will apply.	Failure to deliver at the required NPPF threshold of 95% of the housing requirement over the previous 3 years triggers a requirement for EFDC to prepare an action plan in line with national planning guidance to assess the causes of under delivery & identify actions to increase delivery. The govt announced results of the Housing Delivery Test 19/01/21. Epping Forest figures show a 49% delivery rate when measured against the standard methodology numbers; the number is under 75% of the target so subject to the presumption in favour of sustainable development. Housing Action Plan approved by Cabinet on 13 July 2021. Delay in submitting the LP due to the JR and Natural England's (NE) requirement not to issue planning decisions until a mitigation strategy is in place for Epping Forest SAC, would have ongoing consequences for delivery. An interim Air Pollution Mitigation Strategy has been agreed with NE and adopted by the Council, allowing planning applications to be determined.	VERY HIGH	MAJOR	A1	1) Local Plan Submission Version 2017 agreed by Council Dec 2017 and published. Following the Judicial Review (JR) the plan was submitted for examination which took place between Feb & June 2019. The Inspector's advice issued 2 August 2019 requires the Council to undertake further work to support the Local Plan, which has largely been completed – the Habitat Regulations Assessment (HRA) has been finalised and submitted to the Inspector 2) Revised Local Development Scheme (LDS) adopted by Local Plans Cabinet Cttee Nov 2018 following submission of plan for independent examination. This will be updated once there is some certainty on programme for consultation on MMs. 3) MMs consultation commenced on 15 July 2021 and will run for 10 weeks. 4) Consultants in place to support HRA, Sustainability Assessment, transport modelling, master planning. 5) Regular reports at officer and Member level through the Cooperation for Sustainable Development Group.	нэін	MAJOR	B1	1) Revised timeline of the programme of work for the final tranche of the Main Modifications (MM) agreed with the Local Plan Inspector. Regular updates provided and posted on the Council's website. Last being on 8/2/21 in which the Inspector explained that good progress was being made towards MM consultation 2) Review progress against new key milestones 3) Important that key decisions do not precede Duty to Cooperate i.e. "fait accompli". 4). Scrutiny Function to be undertaken by Stronger Place Select Committee. 5) Report to Local Plan Cabinet Cttee when MM consultation finishes before submitting to the Planning Inspector – Oct 2021. 6) Once the Inspector has considered the responses, including the evidence presented throughout the duration of the Examination, she will determine whether the Local Plan is 'sound' and produce a written report outlining her final recommendations. Following receipt of the Inspector's report, the Plan can be formally adopted by the Council if it makes the MMs recommended. Dec 2021	Planning Services Director	Regular programme meetings (but at least monthly)

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Risk No 2 Increase in demand for financial and housing assistance	Vulnerability: Covid has placed a huge financial strain on individuals and families and the end of the national furlough scheme could lead to a spike in unemployment and an increase in debt. Similarly, the moratorium on evictions ended wef 4th May 2021 and could lead to a spike in homelessness. The Domestic Abuse Act 2021 has now also come into force placing additional burdens on local housing authorities in respect of homelessness assistance for those approaching as a result of domestic abuse.	The effects of Covid have a detrimental effect on the Council and community. Consequences: Tenants no longer able to afford current/new tenancies. Increase in evictions and homelessness Increased costs of temporary accommodation (TA) Unable to secure similar level of income due to payment defaults Increase in rent and Council Tax arrears Public dissatisfaction Criticism of the Council for not mitigating the effects for residents. Rise in mental health impacts Rise in safeguarding issues including around domestic abuse New burdens placed on local housing authorities by Domestic Abuse Act 2021 Increase in approaches from clients experiencing Domestic Abuse in line with National trends that translate to an increase in housing duties owed. The £20 uplift in Universal Credit has ended and may cause hardship for some residents.	MEDIUM	MAJOR	C1	 3. 4. 6. 	Virtual customer portal signposting access to a range of help, advice and support services including debt, housing homelessness, health & wellbeing, safeguarding skills & employment. Development of a hub approach to service delivery centred at Civic Office Community Hub with plans to ensure targeted holistic provision of services across the district. Creation of a dedicated private sector lettings resource to increase prevention of homelessness, reduce demand for TA & instances where a full rehousing duty would otherwise be owed Rough Sleeping Initiative funding secured enabling enhanced targeted response to single homelessness including creation of a mental health navigator embed within the homelessness team Plans to create Domestic Abuse (DA) navigator role embed within homelessness team working across housing services funded with new burdens allocation Monthly tracking of demand for early identification of spikes in demand	MEDIUM	MODERATE	C2	 Continue to develop the hub approach to service delivery that enables targeted provision of early help & support services that meet the needs of specific localities. The Epping Community Hub is now operational, and its progress will be kept under review. Seek further funding opportunities around DA service provision (ECC making available £300Km of new burdens for Essex districts to bid for – awaiting detail) Review of risk level at the expiry of Govt's furlough scheme and £20 weekly uplift in Universal Credit (October 2021.) 	Customer Services Director	Monthly

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Risk No 3 Financial Resilience	Covid-19 The Council has had a strong Balance Sheet for several years with a high level of unallocated Reserves. However, the impact of Covid-19 (including longlasting, or permanent legacy issues) has added to a recent downward trajectory in available reserves, as the Council's income – although rising – is struggling to keep pace with the growth in expenditure. Qualis Income Securing planned income returns from the LATCO (Local Authority Trading Company) initiative is vital to maintaining financial self-sufficiency and minimising expenditure reductions Efficiency Savings The medium-term financial outlook means that setting a balanced budget for 2022/23 is a challenging process, with the realisation of cashable efficiencies an overwhelming priority; and Financial Control Tighter financial control is essential in the more challenging financial environment that lies ahead.	Balanced budget now set for 2021/22 but includes use of £1.350 million from general reserves. Late audit adjustments to 2019/20 resulted in one-off call on reserves (mostly triggered by legacy issues from previous financial years). Underlying budget deficit of £1.5 million identified for 2022/23 through updated MTFP in October 2021 (with no contribution from reserves). Slippage in timetabled income and benefits from Qualis (although positive progress being made). Emerging HRA (Housing Revenue Account) Business Plan reflected in updated MTFP in October 2021. Initial position appears sustainable and should deliver Housing Development Programme, whilst enabling the maintenance of stock. Caveat exists re lack of independent Stock Condition data (survey underway). Corporate financial planning, management and reporting processes in transition following significant upheaval during 2019/20, although improving strongly in most areas (Statement of Accounts still high priority). CIPFA Financial Management Code effective from 1 April 2021: step change improvement required to achieve compliance.	VERY HIGH	MAJOR	A1	Covid-19 Immediate pressure now receding in 2021/22. Medium/Long Term financial impacts being managed through updated MTFP (as at October 2021). Qualis Council's interests directly overseen and managed by Section 151 Officer with tailored support from specialist professional advisors Efficiency Savings Potential for cashable efficiency savings for 2022/23 now being vigorously pursued with full Leadership Team support. Financial Control Process improvements being rolled out by Deputy S151. Interim support for Finance Team to address temporary capacity shortages; Phases 1 and 2 recruitment process for new Finance team complete (August 2021). This includes the permanent recruitment of HRA expertise.	MEDIUM	MAJOR	C1	Complete transformation of Corporate Finance function, in the short-term focussing on strengthening professional capacity and rolling out high priority development areas such as Business Partnering. Complete second iteration of emerging HRA Business Plan and roll out results for 2022/23 based on up-to-date Stock Condition data. Ensure cashable efficiencies are given the highest priority in preparing the 2022/23 budget. In the medium-term, continue cultural change process and address current deficit in efficiency and effectiveness.	Strategic Director & 151 Officer	Monthly

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Risk No 4 Economic Development	Vulnerability: Economic development and employment are very important to the Council particularly in the current Covid-19 economic climate. The Council needs to be able to stimulate opportunities for economic development and employment (especially youth employment and those seeking local career progression) in the District in line with the emerging Local Plan. It is recognised that the current economic shocks increase uncertainty but do however also provide opportunities through increased home working and local manufacture and trade. Consequence: Unable to secure sufficient employment opportunities Local area and people lose out Insufficient inward investment Impact on economic vitality of area Loss of business rate revenue Increased economic cost to the council	Risk that Council loses out to other authorities in terms of attracting business, employment and other Place opportunities. All of which would financially impact on the Council (e.g. loss in business rates, and residents/visitor spending power. E.g. leisure centres. Risk remains high in terms of the general economy; however, the Council is making good headway in terms of the Council's response to Covid-19 and economic recovery. There is a potential increase in unemployment as the government's furlough funding comes to an end. Potentially X10 compared to pre-pandemic levels. Good use is being made by the Council of government and County Covid-19 funding including business grants. Demand for industrial and retail assets in the district remains high. Possible reduction in business rate take and trickle-down benefits from having less spending power (than predicted) in the District.	VERY HIGH	MAJOR	A1	Economic Development Plan (Nurturing Growth) in place and flexed to take account of Covid-19. With the impact of Covid-19 a completely new action plan has been developed which considers a range of options for recovery of local high streets as this is now seen as the priority for Economic Development. Cabinet in July 2021 approved six town centre action plans to help support and improve economic viability of town centres across the district. A new inward investment site is in production. Click it Local has been purchased and rolled out. Loyal Free has been purchased and is being rolled out. The Council has launched its Kickstart programme and Development hub to help improve employment and skills. NWA (North Weald Are Filed) Business Zone and possibly freeport development linked with other employment sites. Engendering and supporting work from home and work local approaches through the support/creation of work hubs reducing the need to travel and commute and having environmental as well as economic benefits	MEDIUM	MODERATE	C2	Ensure full delivery of inward investment site, loyal free and Maybe * (social media engagement and insight tool). Support development at North Weald for maximum return in jobs and investment. Work with partners on an end of furlough skills and employment initiative. Ensure there is a co-ordinated Council approach to ensure government and County funds and bid monies is prioritised, properly coded and used in line with its criteria.	Chief Operating Officer via Economic Developmen t and Planning	Monthly

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Risk No 5 Data / Information	Vulnerability: The authority handles a large amount of personal and business data. Either through hacking or carelessness, security of the data could be compromised. Consequence: Breach of the 2018 Data Protection Act (DPA) and the General Data Protection Regulations leading to significant fines or/and intervention by the Information Commissioner's Office (ICO) Increased costs and legal implications Reputation damaged and loss of public confidence	Risk of data held by the Council ends up in inappropriate hands. System loss. Generally effective to date, with no significant lapses since the introduction of the 2018 DPA. The work programme for the Information Governance Group, who oversees this risk, is comprehensive but has limited resource to progress the work.	ндн	MAJOR	B1	Significant work was undertaken by the Council to ensure it was compliant in time for the introduction of the GDPR in May 2018. This included review of policy and procedures, staff and Member training and awareness, completing an information asset register/register of processing activities and reviewing security of data arrangements. The Council continues to have a designated Data Protection Officer in post and a system of data breach and subject access request monitoring in place. A recent audit on data retention and disposals has been completed which identified a number of actions. A Senior Information Risk Owner has been identified and an Information Governance Group (IGG) has been formed. In addition, an Information Asset Owner Group has been set up. The Information Governance Group has put together a work programme and other actions are reviewed and monitored through this Information Governance Group. A review of the work programme took place by IGG in their meeting A Retention and Disposals Policy was launched Feb 2021.	МЕРІИМ	MODERATE	C2	IGG is reviewing current arrangements and ensure these are strengthened where required. The IGG is working with the Information Asset Owner Group to embed understanding of the importance of information governance across the authority. The IGG Work Programme is being prioritised and the expectations of the Council managed. Review of the Work Programme was finalised August 2021 Cyber Security info graphic and eLearning to go live November 2021. A policy review will follow Data Protection Infographic and eLearning to be published early November 2021 FOI infographic and eLearning to be published December 2021 Senior Mangers training to take place in November 2021 The IAOG will be reminded of their responsibilities of implementing the Retention & Disposal Policy.	Service Director – Business Services (SIRO)	Quarterly

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Risk No 6 Business Continuity	Vulnerability: The Council is required to develop and implement robust Business Continuity Plans in line with the requirements of the Civil Contingencies Act. Following the reorganisation and negative outcomes from Internal Audit's review plans need to be updated and changes in responsibilities confirmed. Consequence: Services disrupted / Loss of service Possible loss of income Staff absence Hardship for some of the community Council criticised for not responding effectively Strain on/or lack of staff resources; Increased sickness absence due to Covid19 – staff availability to work Additional capacity needed for projects ICT restructure	An Internal Audit of Business Continuity arrangements identified a number of weaknesses which were addressed through the BC project. An external consultant has been engaged to develop the strategy and provide coaching to staff to develop plans. This has largely been completed and an exercise to test was undertaken in Feb 2020. All departments now have their own departmental BC plans Corporate strategy now sits above all plans and has been tested. Currently, the organisation is continuing to deliver services to a high standard, working remotely, in new ways etc, however there are strains on project delivery and in some areas BAU due to staff absence, restructures, turnover. The current ICT DR solution is not fully tested, and therefore might not deliver the expected benefits.	VERY HIGH	MAJOR	A1	Improvement of current business continuity (BC) management arrangement is currently in progress. Our organisational response to the current covid-19 emergency demonstrates a generally effective BCP with essential services / critical functions continuing. Next phase is to co-ordinate the review and updating of plans on an ongoing progressive program. Mitigation re staff resources: New recruitment process and careers page to attract new candidates. More efficient and less bureaucratic processes The category A, B, C list of staff availability has recently been reviewed ICT Portfolio Governance Group is established Flexible use of salary budget to plug short term gaps Testing has been done on several elements of the DR solution. A second internet connection had been ordered. A full test is being planned.	МЕРІОМ	MODERATE	C2	Following the desktop exercise scenario in this year, and as a result of covid-19 emergency, Service Plan owners are tasked with reviewing their plans and amending and adjusting accordingly. The Corporate Plan will be reviewed by the Leadership Team by the end Sept 2021. Service Managers will review their BC Plans by end of September 2021 following the opening of the Civic Offices and our new WoW An officer task and finish group will be formed, supporting managers to review service/team plans in light of the internal change. Externally a County wide BC Group has been formed of Essex Police and Emergency Planning Officers. A positive overlap of support is expected. Senior managers to keep situation under regular review. Staffing issues is a standing item on fortnightly Wider Leadership Team Meeting.	Business Services Director	Quarterly

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Risk No 7 Housing Capital Finance	Vulnerability: If the Council is unable to spend right to buy receipts in set timescale on qualifying capital schemes, we will have to pay the money to the Government along with interest at a penalty rate. Changes to legislation which reduce income to the HRA. Consequence: Loss of capital resources Revenues cost of penalty interest Loss of rental income Delays in provision of new social housing Increase in housing waiting list Current 30-year business plan may become unsustainable.	Risk schemes are delayed by either the planning process or unanticipated site problems. Imposition of further restrictions on rent levels.	ндн	MODERATE	B2	1) Position being monitored by the House Building Cabinet Committee and a number of contingency options are available including purchasing homes or land on the open market or purchasing from S106 developments. A Consultant has been engaged to work to utilise the receipts before the deadline of the end financial year. 2) The Council belongs to the Association of Retained Council Housing which lobbies on such issues. 3) The development team are working with finance to develop reports to enable clear visibility around capital funding 4) Grant Thornton (GT) employed to carryout an overall review of finance of processes 5) Consultant has been appointed to review and update the HRA business plan 6) RTB (Right to Buy) receipts Policy approved by Cabinet	MEDIUM	MODERATE	C2	1) Loss of right to buy receipts is minimised. 2) Impact of Policy changes is minimised as far as possible. 3) Financial reporting requirements to be developed to ensure clear accounting and governance 4) The appointment of an HRA finance expert made. They will assist the Council in putting systems in place to mitigate risk 5) Action plan to be developed following the report from GT by April 2021 6) Updated HRA business plan in progress. 7) Service lead reviews on RTB receipts to able the allocation in a timely manner 8) First Draft business plan developed, it highlights that the plan remains stable	Project Director HRA	Monthly

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Risk No 8 Cyber Security	Vulnerability: The Authority handles a large amount of personal and business data. Either through hacking or carelessness, security of the data could be compromised. Consequence: Loss of system access and/or data Unable to provide Council services Increased costs Reputation damaged Ransomware payment Corporate fines	Risk of data held by the Council ends up in inappropriate hands. System loss. However, no loss of data. Systems have remained protected from cyber-attack. EFDC is targeted directly. Unknown vulnerabilities in systems. Misconfigured systems. EFDC staff error. Disgruntled EFDC staff. System Loss, Data unavailable, Data stolen, Data changed,	VERY HIGH	MAJOR	A1	Security Officer is continually monitoring situation and potential risks. Most systems have in built controls to prevent unauthorised access. Controls in systems have been strengthened in response to specific occurrences. IT monitoring & installing system updates & patches All data back up now directly to the cloud. Considering extending to grandfather back-ups Latest windows major upgrade underway and on track.	МЕDIUМ	MODERATE	C2	Continued monitoring & researching security attack methodologies and best practice procedures An eLearning module provided by the National Cyber Security Centre will be rolled out across the Council. This will follow a review of relevant policies, date of launch to be confirmed	Business Services Director	Quarterly

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Risk No 9 Delays in issuing Planning Permission	Vulnerability: Delays in issuing around 260 Planning Permission for development following objections by Natural England regarding the impact of development on air quality in Epping Forest SAC. Consequence: Delays in granting Planning Permission in the District and house building to create new homes. Loss of New Homes Bonus Restricted Business Rates tax base growth Reputation damaged	The Habitats Regulations Assessment (HRA) January 2019 found that the Plan would be likely to have a significant effect upon the Epping Forest Special Area of Conservation (the SAC) in respect of both atmospheric pollution and disturbance from recreation & urbanisation.	VERY HIGH	MAJOR	A1	Regular meetings held with key stakeholders including Natural England to update the HRA and develop a mitigation strategy. Interim mitigation strategy (SAMMS) was agreed by Council in October 2018 to mitigate the impact of recreational pressure on the Forest and Natural England have confirmed it is appropriate. The outstanding concerns in relation to the Green Infrastructure Strategy/ SANG strategy and the need for site specific projects to mitigate the impact of recreational pressure associated with growth in the South of District has been addressed in the GI Strategy approved at Cabinet on 20 April 2021. A Draft Air Pollution Strategy was agreed by Cabinet in July 2020 for further consultation with Natural England. An updated strategy has been prepared and was adopted by Council on 8 February 2021 following confirmation from Natural England that the strategy was agreed.	MEDIUM	MODERATE	C2	Mitigation strategy in place for both recreational pressure and air quality issues. Interim air pollution mitigation strategy has been agreed with Natural England and has being adopted by the Council through a PFH report which was called in to a Full Council meeting on 8 February 2021. The Interim Air Pollution Strategy was agreed by full Council on 8 February 2021 and opened the potential release of 260 planning permissions. To date, 58 planning permissions have been successfully released equating to 132 dwellings. 14 applications have been withdrawn and 5 have been refused planning permission. A number are still awaiting the completion of \$106 agreements to accompany the planning permission. Applications submitted after 8 February 2021 are being dealt with in a Business As Usual manner.	Planning Services Director	Monthly – regular updates are being provided to the inspecto r

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Risk No 10 Climate Emergency	Vulnerability: The Council declared a climate emergency and has pledged to do everything within its power to make the Epping Forest District carbon neutral by 2030. The Council has identified a number of initial areas of focus, including: Local Plan site allocations achieving high standards of sustainability; carbon reduction of council owned properties; the promotion of sustainable transport and implementing an air quality strategy. Consequence: Reputational damage Greatly increased costs from Climate Change Adaptation requirements	Failure in achieving identified carbon reduction targets and taking action to reach the carbon neutral District by 2030 pledge. Need to ensure that the current fixed term contracts of both the Climate Change Officer and the Sustainable Transport Officer are extended beyond scheduled contract end in Summer 2022	VERY HIGH	MODERATE	A2	The Climate Change and Sustainable Transport Officer have developed a draft action plan with the overall objective of becoming carbon neutral by 2030. The finalised action plan will cover all service areas and the wider District emissions. The draft Climate Change Action Plan was approved to go for consultation by Cabinet on 20th April and is planned to go for public consultation from the 27th September to 8th November. The 3-month Demand Responsive Transport trial completed on 31st March. There was low demand for Saturday services, which were paused in late February. Delays in the Traffic Commissioner approval process meant fares were only taken from mid-March. Cabinet approved extension of the trial to April 2022 on 11th March. As lockdown eases, demand is increasing.	нівн	MODERATE	B2	Continued development of the action plan based on comments and feedback from the consultation. Aiming for a wide participation in the consultation to both increase engagement with climate change and get diversity in the views expressed. The move to staff working from home and covid-19 associated projects including increasing active travel as part of the Safer Places project for High Street recovery, will contribute towards a positive impact on carbon reduction. Delay to the start of the consultation on the Draft Climate Change Action Plan by Cabinet so as not to run at the same time of the Local Plan MM's. Consultation now running between 11 Oct and 26 Nov 2021. Finalise draft of Climate Action Plan to be submitted for Cabinet Sign Off is on course for end of March 2022	Chief Operating Officer	Quarterly