

Detailed Report

DATE: 04/07/2006

SERVICE: Trading Standards

Risk	Current Impact	Current Likelihood	Current Risk Rating	Underlying Issues	Target Impact	Controlled Likelihood	Target Risk Rating	Risk Owner
PPTS0002 - Threat Loss of IT Support and infrastructure leading to loss of data and electronic communications for Trading Standards resulting in significant loss in ability to deliver key TS Services.	Moderate 3	Unlikely 2	Medium 6	TS use a database called Northgate which is linked to Consumer Direct which is fundamental to our service.	Moderate 3	Unlikely 2	Medium 6	Steve Greenfield

Response	Response Details	Status	Control Owner
Develop Business Continuity Plan	Emergency staff document developed but needs updating to reflect recent staff changes. Service BC procedure to be reviewed on a regular basis. Meetings every 1/4 with Business Continuity Group and participated in any planned emergency exercises. Zurich plan in place. BC training taking place in Sept for key staff.	Implemented	Graham Crisp
Local back up of prosecution material.	Arrangements need to be put in place. IT back up of electronic data has been effected. Issue with evidence is more tricky as originals only will suffice for Court use, so nothing further can be done on this. Offsite storage of copies is disproportionate response to risk. Back up external hard drive now on stored on site. August 09 - Encrypted portable hard-drive now purchased to allow off-site storage of investigation / prosecution documents. This allows rating to be reduced. SAG	Implemented	Reg Ruffles

Detailed Report

DATE: 29/11/2006

SERVICE: Trading Standards

Risk	Current Impact	Current Likelihood	Current Risk Rating	Underlying Issues	Target Impact	Controlled Likelihood	Target Risk Rating	Risk Owner
PPTS0006 - Threat Staff might be injured because we have failed to follow good Health & Safety practice or procedure. The result being damage to reputation of SCC and a reduction of service capability.	Major 4	Unlikely 2	Medium 8	Health & Safety has been rather neglected for a few months following departure of Directorates H&S Officer. No accidents have occurred in Trading Standards for a number of years leading to some possible staff complacency.	Major 4	Rare 1	Low 4	Steve Greenfield

Response	Response Details	Status	Control Owner
Review outstanding RAs and prioritise.	List reviewed - Homes RAs planned, training being organised for relevant staff, RAs from neighbouring authorities borrowed as short term gap. Consultant has been brought on board to review some processes and introduce dynamic risk assessment. New H&S responsible person appointed; regional review of processes underway; some new docs; additional work still to be done Updated 20/08/2008 - regional docs produced - need to be loaded onto QWB	In Progress	Peter Korwin

Detailed Report

DATE: 26/07/2006

SERVICE: Trading Standards

Risk	Current Impact	Current Likelihood	Current Risk Rating	Underlying Issues	Target Impact	Controlled Likelihood	Target Risk Rating	Risk Owner
PPTS0003 - Threat If the Trading Standards service loses the trust and confidence of the local community it's ability to enforce the law will be substantially diminished.	Minor 2	Unlikely 2	Low 4	We might decide to mount inappropriate enforcement campaigns (metrication) which attract bad press and pr. We might get our press and publicity badly wrong.	Minor 2	Rare 1	Low 2	Steve Greenfield

Response	Response Details	Status	Control Owner
Ensuring Competency of Staff	Competencies assessed and reviewed using the ECR framework and the qualification framework. All staff are being assessed using qualifications or the ECR, New staff being brought into the service are all using DCATS.	Implemented	Jill Korwin
Reallocation of tasks of Communications Officer	Tasks formerly carried out by Adam Barnes need to be reallocated within Trading Standards	Implemented	Steve Greenfield

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DATE: 26/07/2006

SERVICE: Trading Standards

Risk	Current Impact	Current Likelihood	Current Risk Rating	Underlying Issues	Target Impact	Controlled Likelihood	Target Risk Rating	Risk Owner
<p>PPTS0005 - Opportunity</p> <p>Funding is increasingly being made available to TS Services by direct grant from Government either to Suffolk directly or EETSA the regional TS organisation. Examples include; DEFRA Framework, DTI (Fireworks), IML Project, EETSA Scambuster, EETSA CD, AMEC Income, HMO Tobacco & Alcohol UAS.</p> <p>Other sources of income include Felixstowe Docks, Income Verification, Lab Income, Potential POCA income and prosecution cost recovery</p>	Minor 2	Unlikely 2	Low 4	<p>New processes will be developed to enable the identification of opportunities.</p> <p>Regional arrangements will be explored. New Departmental specialists asked to 'horizon scan' for opportunities.</p> <p>The item will be regularly agendarised to the Management Team Meeting</p>	Moderate 3	Likely 4	High 12	Steve Greenfield

Response	Response Details	Status	Control Owner
Priority given by senior and middle managers	<p>Regional arrangements will be explored. New departmental specialists.</p> <p>Added to Management Team Agenda</p>	In Progress	Steve Greenfield

Detailed Report

DATE: 27/04/2009

SERVICE: Trading Standards

Risk	Current Impact	Current Likelihood	Current Risk Rating	Underlying Issues	Target Impact	Controlled Likelihood	Target Risk Rating	Risk Owner
PPTS0010 - Threat Due to an outbreak of an animal disease TS will be unable to conduct business as usual i.e. reduced service standards, delays in replying and advising consumers and other proactive work. The result being damage to reputation and increased risk of rogue traders.	Moderate 3	Moderate 3	Medium 9	Animal disease outbreaks will always take a statutory priority over other work.	Minor 2	Likely 4	Medium 8	Reg Ruffles

Response	Response Details	Status	Control Owner
Internal contingency plan	This plan will enable to reprioritisation of work within the department based on the projected impact of the particular disease.	Implemented	Reg Ruffles

Detailed Report

DATE: 09/02/2010

SERVICE: Trading Standards

Risk	Current Impact	Current Likelihood	Current Risk Rating	Underlying Issues	Target Impact	Controlled Likelihood	Target Risk Rating	Risk Owner
PPTS0012 - Threat A warmer underlying climate and the associated arrival of exotic animal diseases will threaten the effectiveness of SCC Trading Standards.	Major 4	Moderate 3	High 12	Reducing staff capacity - staff will have less time to devote to trading standards.	Major 4	Moderate 3	High 12	Graham Crisp

Response	Response Details	Status	Control Owner
To monitor the situation	1. Maintain a watching brief of the situation and to liaise with partners and wider stakeholders on this issue in anticipation of these issue becoming more of a concern in the future	In Progress	Graham Crisp

Risk Progress Update

Risk Ref	Risk	Current Risk Level	Responses	Control Owner	Target Risk Level	Target Date:	Comments
PPTS0013	<p>Risk Details: Withdrawal of Government funding of regional projects such as Consumer Direct, Scambusters and Illegal money lending driving demand back into local authorities.</p> <p>Underlying issues: Government's comprehensive spending review.</p>	Medium 9			Medium 9		<p>Review Summary: Review postponed for 1 month pending confirmation of budget.</p> <p>Withdrawal of Government funding of regional projects such as Consumer Direct, Scambusters and Illegal money lending driving demand back into local authorities.</p>

Risk Progress Update

Risk Ref	Risk	Current Risk Level	Responses	Control Owner	Target Risk Level	Target Date:	Comments
<p>PPTS0014</p> <p>Risk Owner: Reg Ruffles</p> <p>Next Risk Review Date: 23/05/2011</p>	<p>Risk Details: The inability to recruit to key posts were a key member of the team, with specific skills & qualifications, leave the department.</p> <p>Underlying Issues: Council enforced recruitment freeze. Government's comprehensive spending review.</p>	<p>Medium</p> <p>9</p>					<p>Review Summary: we continue to train officers against the statutory Trading Standards qualification, and management determines which modules officers will study based against current specialisms in the department, so that there is both succession planning and sufficient knowledge in depth across most specialist areas. Our use of systems-thinking principles means that the majority of our officers are multi-skilled across the range of Trading Standards' duties.</p> <p>The inability to recruit to key posts were a key member of the team, with specific skills & qualifications, leave the department.</p>