

SPECIAL COMMUNITY SERVICES COMMITTEE

15TH JUNE 2005

Report of the Acting Director of Community Services
2005/06 SERVICE PLAN

purpose of the report

1. To consider an amendment to the 2005/06 Service Plan for the Community Services Department.

background

2. Members will recall that the 2005/06 Service Plan was agreed on 16th March 2005. An important element of service planning relates to risk management. Unfortunately work in this respect was not completed on a corporate basis in time to be included as part of the departmental Service Plan. Attached at Annex 1 are the key business risks facing the department and the department's responses to those risks.
3. The following risks have been identified as key risks. They are identified by their page number in the attached schedule. Also, the responsible officer is indicated.

	RISK ASSESSMENT	OFFICER RESPONSIBLE	PAGE NO.
A	Health and Safety of Customers, Employees and Contractors	Max Coleby/Service Heads	1
B	Security of Premises and Equipment	Max Coleby/ Service Heads	1
C	Property/Facility Management	Max Coleby/ Premises Managers	2
D	Special Events	Max Coleby/Events & Activities Officer	6
E	Cardiac Rehabilitation	Service Head (AF)/ Jill Mottram	7
F	Play Areas	Service Head (BG)/ Maint. Inspector	10
G	Major Flooding	Service Head (BG)	11
H	Professional and Financial	Max Coleby/Finance & Admin. Officer	16
I	Legal	Max Coleby/Finance & Admin. Officer	16
J	Outbreak of Infectious Diseases	Tom Carver/Service Heads	33

monitoring

4. The risks will be monitored by the department and reported to Committee along with the other elements of the Service Plan.

RECOMMENDED that Members agree the Annex.

Officer responsible for the report
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