

Risks associated with physical meetings – Table 1**Red** – high risk**Amber** – medium risk**Green** - low risk

Title	Risk Description	Impact	Likelihood	Overall Risk Rating	Mitigating Actions
Staff welfare	That staff are put into a situation of risk for <u>contracting Covid</u>	5	3	15	2m distancing layouts. Specific entry and exit points.
	That staff are stressed and pressured to return to physical meetings	3	5	15	Use of Personal Protective Equipment (PPE) and sanitising. Public access by streaming only.
Member welfare	That Members are put into a situation of risk for <u>contracting Covid</u>	5	3	15	2m distancing layouts. Specific entry and exit points. Use of PPE and sanitising.
	That Members are stressed and pressured to return to physical meetings	3	5	15	Public access by streaming only.
Venue hire Costs	That we will have to pay an outside venue to host all meeting participants together (est. average £500 per meeting)	4	5	20	Sourcing quotes for possible venues. Reviewing possibility of using several rooms with set entrance and exit routes at Maldon District Council (MDC)
Venue hire availability	That venues are unable to accommodate current committee schedule, or all meeting participants at a distance of 2m	3	4	12	Contact and review options with several venues. Review options for alternative meeting dates / times e.g. reduced schedules and daytime meetings
Additional equipment costs- onsite	Screens and barriers, PPE and sanitising equipment, signage for entry and exit points (devices listed below are going into MDC offices as part of future	3	4	12	Work with Information Communications Technology (ICT) Team to understand equipment going in as part of future ways of working and feed in requirements for

APPENDIX A

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	ways of working). Signage. Personal Protective Equipment. Sanitiser and cleaning materials				committees (e.g. hearing loops, several camera angles, Teams streaming)
Additional equipment costs- Offsite	Device to project and stream the meeting, microphones and Wifi to all be factored in (est £4k one-off) Signage. Personal Protective Equipment. Sanitiser and cleaning materials.	4	5	20	Review venue facilities. Work with ICT to review all options and equipment needed.
Set up of offsite equipment	Additional staff e.g. facilities and ICT required to transport and set up equipment off site (est. £182.48 per meeting)	3	5	15	Speak to relevant teams about resource availability. Discuss with locations around storing equipment. Look at potential overtime/ additional staff resource
Mileage costs	Additional budget impact of Members travelling to a venue offsite / out of district	2	4	8	Reduction in meeting schedule / need for travel.

Although it is not a risk held by MDC, as any case would be a case against Central Government, another authority has raised on the ADSO website the issue of equalities as set out below:

'Any Disabled / shielding Councillors could have a claim under the public sector equality duty re wanting to remain working on Zoom. It's been shown that remote working is successful and has become habitual practice for a year or so. Now the Govt are moving back to in-person meetings, this removes a benefit that Disabled / shielding Councillors have benefitted from (i.e. they initially "removed a barrier"). By removing this facility they are introducing a barrier that disadvantages Disabled/shielding people --- hence breach of Equality Act'.