

<b>Committee(s)</b>	<b>Dated:</b>
Planning & Transportation Committee – For Information	13092016
Port Health & Environmental Services Committee – For Information	20092016
<b>Subject:</b> Department of the Built Environment Risk Management – Quarterly Report	<b>Public</b>
<b>Report of:</b> Director of the Built Environment	<b>For Information</b>
<b>Report author:</b> Richard Steele	

### Summary

This report has been produced to provide the Planning & Transportation and Port Health and Environmental Services Committees with assurance that risk management procedures in place within the Department of the Built environment are satisfactory and that they meet the requirements of the corporate Risk Management Framework.

Risk is reviewed regularly as part of the ongoing management of the operations of the Department of the Built Environment. In addition to the flexibility for emerging risks to be raised as they are identified, a process exists for in-depth periodic review of the risk register.

Since the last report to Members there have been no changes in the list of Corporate or Red risks managed by the department.

There is one Corporate Risk managed by the Department of the Built Environment. This is:

- CR20 - Road Safety (Current risk: RED – unchanged)  
[Planning & Transportation Committee]

There is one Departmental RED Risk managed by the Department of the Built Environment. This is:

- DBE- TP-01 - Road Traffic Collision caused by City of London staff or contractor who is unfit to drive while on City business (Current Risk: RED - unchanged).  
[Port Health & Environmental Services Committee]

### Recommendation

Members are asked to:

- Note the report and the actions taken in the Department of the Built Environment to monitor and manage effectively risks arising from the department's operations.

## **Main Report**

### **Background**

1. The Risk Management Framework of the City of London Corporation requires each Chief Officer to report regularly to Committee the risks faced in their department.
2. Risk Management is a standing item at the Senior Leadership Team meetings.
3. Risk owners are consulted and risks are reviewed between SLT meetings with the updates recorded in the corporate (Covalent) system.

### **Current Position**

4. This report provides an update on the current risks that exist in relation to the operations of the Department of the Built Environment and, therefore, Planning & Transportation Committee and/or Port Health and Environmental Services Committee.
5. The risk register captures risk across all four divisions within the department, (Transportation & Public Realm, District Surveyor, Development and Policy & Performance) but risks relating to the City Property Advisory Team are managed by the City Surveyor.

### **Risk Management Process**

6. Risk and control owners are consulted regarding the risks for which they are responsible quarterly. Historically changes to risks have been reported to Members as part of the following Business Plan report. In future Members will receive this report quarterly (Planning & Transportation Committee) or 4-monthly (Port Health and Environmental Services Committee).
7. All significant risks (including Health & Safety risks) identified by the Department have been added to the Covalent Corporate Risk Management System.
8. Many of the department's risks have "Business As Usual" mitigations. These mitigations are ongoing and in Appendix 1 they do not have either a "Latest Note" or a "Latest Note Date". Because the Covalent system requires that they have a Due Date the fictitious (and meaningless) date of 31 Dec 2999 has been used.

### **Significant Risk Changes**

9. Regular assessments of risks have identified no increase or decrease in the Risk Score any Departmental risk.

### **Identification of New Risks**

10. New risks may be identified at the quarterly review of all risk; through Risk reviews at the Department Management Team; or by a Director as part of their ongoing business management.

11. An initial assessment of all new risks is undertaken to determine the level of risk (Red, Amber or Green). Red and Amber risks will be the subject of an immediate full assessment with Red risks being report to the Department Management Team. Green risks will be included in the next review cycle.
12. No new risks have been identified since the last report. The impact of Brexit has been noted in several risk reviews (in particular in DBE-DS-01 relating to the viability of the District Surveyor's Division) however it is too early to assess the impact in most areas and will be kept under review.

### **Impact of implementing the future City and the Place Steering Group**

13. The Department's Business Plan for 2016/19 is focused on the Future City with a vision of 'creating and facilitating the leading future world class City'

It is critical that the department, whilst focused on its vision, continues to deliver its key services and facilitates delivery by our partners. Our risk registers are currently aligned to this work.

However, as we develop long term ambitious strategies for the Future City through the cross Departmental Chief Officer Place Steering Group this will lead to identification of more strategic risks and opportunities, which in turn will inform those strategies.

The Director of the Built Environment will raise this at the next Audit and Risk Management Committee Informal Risk Challenge session to start to consider how we deal with strategic risks and use them to inform our strategies.

### **Summary of Key Risks**

14. The Department of the Built Environment is responsible for one Corporate Risk. This is:

- **Road Safety (CR20) which is RED**  
[Planning & Transportation Committee]

This is the risk related to road traffic collisions.

This risk is assessed as having impact 8 (Critical) and Likelihood 4 (Likely). Once the Interim Bank Junction redesign has been implemented (scheduled for completion in April 2017) the risk will be reduced to Amber.

The Target date for risk reduction is unchanged with both the longer term and experimental schemes to improve Bank Junction on track. The Road Danger Campaign is now in final draft. The review of future joint working between the City Police and the City's road safety team has been incorporated into the One Safe City programme and the Due Date adjusted accordingly.

15. The Department of the Built Environment's Risk Register includes one RED risk.  
This is:

- **Road Traffic Collision caused by City of London staff or contractor who is unfit to drive while on City business (DBE-TP-01)**  
[Port Health & Environmental Services Committee]

This risk is assessed as having Impact 8 (Critical) and Likelihood 2 (Unlikely).

Good progress has been made in implementing the Corporate Transport Policy and all staff will be undertaking a formal Training Needs assessment followed, for those who drive and their managers, by an online training session covering the new policy. All drivers will be required to register their licence details to ensure ongoing validity. The target is to complete 80% of the training and licence checking by the end of October.

The Target Date of 1 September has been met for the formal roll out of the policy however a review of the risk itself has concluded that it would not be appropriate to downgrade the risk from Red to Amber until 80% of training and licence checking is complete and the Target Date has been revised accordingly.

## **Conclusion**

16. Members are asked to note that risk management processes within the Department of the Built Environment adhere to the requirements of the City Corporation's Risk Management Framework and that risks identified within the operational and strategic responsibilities of the Director of the Built Environment are proactively managed

## **Appendices**

- Appendix 1 - City of London Corporation Risk Matrix
- Appendix 2 – Register of DBE Corporate and Departmental risks

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