

<b>Committee</b>	<b>Dated:</b>
Policy and Resources Committee	17 November 2016
<b>Subject:</b> Policy and Resources Committee Risk – Town Clerk’s Department	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Information</b>

### Summary

This report has been produced to provide the Policy and Resources Committee with assurance that risk management procedures in place within the Town Clerk’s Department are satisfactory and meet the requirements of the corporate Risk Management Strategy.

Risk is reviewed regularly by the Departmental Leadership Team, and the Senior Leadership Teams of the separate business planning units within the Department, as part of the on going management of the operations of the Department.

The Town Clerk’s Department currently has two corporate risks related to its Policy and Resources Committee activity, which are:

- **CR01 - Resilience** (Amber) Emergency situation related to terrorism or other serious event/major incident is not managed effectively.
- **CR02 - Loss of Business Support for the City** (Amber) The City’s position as the world leader in international financial services is adversely affected.

### Recommendation

Members are asked to:

- Note the report and the actions taken in the Town Clerk’s Department to monitor and manage effectively risks arising from our operations.

### Main Report

#### Background

1. The Risk Management Strategy of the City of London Corporation requires each Chief Officer to report regularly to Committee the key risks faced in their department. The Policy and Resources Committee has determined that it will receive the Town Clerk’s risk register on a quarterly basis with updates on RED related risks at the intervening Committee meetings.
2. Each of the separate business planning units within the Town Clerk’s Department maintains its own risk register: Policy & Democratic Services; Economic Development Office; City Bridge Trust and Central Criminal Court. The latter two do not report to this Committee.
3. These registers are regularly reviewed by the Senior Leadership Teams of each unit, and presented by the relevant Director or Senior Officer to the Departmental

Leadership Team, in accordance with the Review and Reporting Framework in the Corporate Risk Management Strategy.

4. At the Departmental Leadership Team, any risks that emerge from the Divisional updates on key issues given by each of the Directors are discussed, ensuring that adequate consideration is given to operational risk.
5. Reports on the Town Clerk's Departmental Corporate and key risks were last presented to the Policy and Resources Committee in April 2016.

### Identification of New Risks

6. New and emerging risks are identified through a number of channels, the main being:
  - Directly by Departmental Leadership Team or Senior Leadership Teams as part of the regular review process.
  - In response to reports on the delivery of the each section's Business Plan.The risk register may be refreshed over and above the stated process for review and oversight, in response to emerging issues or changing circumstances.
7. No risks have been added to the Town Clerk's Risk Register since the previous report to the Policy and Resources Committee in April 2016.

### Summary of Key Risks

8. In respect of the Policy and Resources Committee, the Town Clerk's Department is responsible for two Corporate Risks, which are listed below; these are reviewed and reported regularly to the Audit and Risk Management Committee:

**CR01 – Resilience** (Current Risk: **AMBER**) Emergency situation related to terrorism or other serious event/major incident is not managed effectively.

A review of the organisation's security procedures is currently being undertaken to ensure that they are consistent and appropriate for the threat level. Implementation of the review findings will take place over the coming year. The City Corporation's own business continuity is heavily dependent on resilient IT. A partial test as to whether an identified single point of failure in the Guildhall Justice Rooms has been rectified was conducted at the end of September, further testing has been conducted, but the outcome of these tests is yet to be communicated.

An exercise was conducted on October 5 to test the robustness of our responses to an incident involving the evacuation of residents. The learning from the exercise will help to shape processes and procedures used to deal with a real event of this nature. The Audit and Risk Management Committee conducted a 'Deep Dive' review of this risk at their meeting held on September 13.

**CR02 – Loss of Business Support for the City** (Current risk AMBER) The City's position as the world leader in international financial services is adversely affected.

The Corporation and the International Regulatory Strategy Group ensure the City Corporation engages on the key regulatory issues that affect the financial and professional services industry, informing engagement with policy makers, regulators and the media. ED office is engaged in a programme of work to support, defend and enhance the business city, in accordance with ED Business Plan. Following the results of the Promoting the City Review submitted by Sir Simon Fraser in January

2016 and the UK's decision to leave the EU in June 2016, Members of the Policy & Resources Committee have released funds of £2.55 million per year for the ED Office (alongside other departments) to step up the work they are doing in this area to mitigate the risk and maintain the business City as competitive.

Recruitment activity is currently being undertaken to ensure that the organisation has the right resources in place to meet the challenge and high-level strategic engagement activity, such as the Special Representative's visits to the EU Member States, is already in place to meet this need. The Audit and Risk Management Committee conducted a 'Deep Dive' review of this risk at their meeting held on November 8.

## **Conclusion**

9. Members are asked to note that risk management processes within the Town Clerk's Department adhere to the requirements of the City Corporation's Risk Management Strategy. Risks identified within the operational and strategic responsibilities of the Town Clerk's Department are proactively managed.

## **Appendices**

- Appendix 1 – Town Clerk's Department Risk Register for the Policy and Resources Committee
- Appendix 2 – City of London Risk Matrix

## **Paul Debuse**

Head of Business Support

T: 020 7332 3431

E: [paul.debuse@cityoflondon.gov.uk](mailto:paul.debuse@cityoflondon.gov.uk)