

<b>Committee</b>	<b>Dated:</b>
Establishment Committee	<b>14 February 2017</b>
<b>Subject:</b> Establishment Committee Risk – Town Clerk’s Department	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Information</b>
<b>Report Author:</b> Paul Debuse	

### **Summary**

This report has been produced to provide the Establishment 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 one corporate risk related to its Establishment Committee activity, which is:

- CR09 Health and Safety Risk (Amber)

### **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 Establishment 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: Corporate and Member 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 Establishment Committee in October 2016.

### **Identification of New Risks**

6. New and emerging risks are identified through a number of channels, the main being:
  - Directly by Departmental Management Team or Senior Management 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 Establishment Committee in October 2016.

### **Summary of Key Risks**

8. In respect of the Establishment Committee, the Town Clerk's Department is responsible for one Corporate Risk, listed below; this is reviewed and reported regularly to the Audit and Risk Management Committee:

#### **CR09 – Health and Safety (Current Risk: AMBER)**

The recent external audit of the City of London's Occupational Health and Safety Management system by the British Safety Council resulted in 4 star accreditation. Some recommendations were made during this process and an implementation strategy is currently being implemented. Once complete, this work may lead to a lowering of the risk score, although this will be dependent on local implementation of the enhanced corporate system.

Detail of this risk is contained in Appendix 1.

### **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 Establishment Committee
- Appendix 2 – City of London Risk Matrix

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