

<b>Committee(s)</b>	<b>Dated:</b>
Planning & Transportation Committee – For Information	03102017
<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 Committee 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.

This report only considers risks managed by the Department of the Built Environment that fall within the remit of the Planning & Transportation Committee.

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 Departmental 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: AMBER)  
[Planning & Transportation Committee]

The Likelihood and Impact of this risk are unchanged since last reported to this Committee.

There are no Departmental RED Risks managed by the Department of the Built Environment.

There is one risk which has a reduced risk score (DBE-DS-01 - The Division [District Surveyor's] becomes too small to be viable) and no risk has an increased risk score.

### 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.
4. Each risk managed by the Department of the Built Environment is allocated to either the Planning & Transportation Committee or the Port Health & Environmental Services Committees. **This report only considers risks managed by the Department of the Built Environment that fall within the remit of the Planning & Transportation Committee.**

Parallel periodic reports are submitted to the Port Health & Environmental Services Committee.

### Current Position

5. This report provides an update on the current risks that exist in relation to the operations of the Department of the Built Environment that fall within the remit of the Planning & Transportation Committee.
6. In order to reduce the volume of information presented, and accordance with the Corporate Risk Management Strategy, this report includes all Corporate and Departmental level risks but not Service Level risks (unless there are changes which are considered to be likely to be of interest to Members).
7. 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

8. Risk and control owners are consulted regarding the risks for which they are responsible at appropriate intervals based on the level of risk and the likelihood that this level will change. In general RED risks are reviewed monthly; AMBER risk are reviewed quarterly; and GREEN risks are reviewed quarterly, 6 monthly or annually depending on the likelihood of change.
9. Changes to risks were, historically, reported to Members as part of the Business Plan report. Members now receive this report quarterly in accordance with the Corporate Risk Management Strategy.

10. All significant risks (including Health & Safety risks) identified by the Department are managed through the Covalent Corporate Risk Management System.
11. 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.
12. Members will notice that some risks reported are already at the Target Risk Rating & Score and are only subject to Business As Usual changes. These risks are included in accordance with the Corporate Guidance "Reporting Risk Information to Grand Committees" to assist this committee to fulfil the role of Service Committees (as defined in the Corporate Risk Management Strategy) to "Oversee the significant risks faced by the Departments in the delivery of their service responsibilities."

### **Significant Risk Changes**

13. Regular review of risks has identified one risk where the risk score has decreased. This risk is DBE-DS-01 (The Division [District Surveyor's] becomes too small to be viable). The likelihood of this occurring has been reduced from Possible to Unlikely, the impact is unchanged and the risk remains AMBER.

### **Identification of New Risks**

14. 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.
15. 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.
16. No new risks that fall within the remit of the Planning & Transportation Committee have been identified since the last report.
17. The impact of Brexit continues to be reviewed and is referenced in DBE-PL-02 (relating to being alive to the needs/requirements of the world business centre and political environment).

### **Summary of Key Risks**

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

- **Road Safety (CR20) which is AMBER**

This is the risk related to road traffic collisions.

There is no change in the assessed likelihood or impact of this risk since last reported to this Committee.

Monitoring of the Experimental Scheme continues to take place, with the consultation survey now live until the end of November 2017. Consultation and monitoring findings will be reported to Planning & Transportation Committee in December 2017. To date there has been only one reported casualty at Bank compared to 3-4 in a typical three month period prior to the current scheme.

A number of mitigation actions have been added to this Risk report from the agreed Road Danger Reduction Work Plan including:

- Setting out a new Road Danger Reduction and Active Travel Strategy based on experience from other cities as well as lessons learnt from neighbouring boroughs.
- Behaviour Change Campaign targeting “inattention”
- Working with the 100+ members of the Active City Network to deliver two hard hitting awareness campaigns; and
- Auditing of all City construction sites to deliver at least 75% compliance with the Construction Logistics and Community Safety standards.

## **Conclusion**

19. 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 (Planning & Transportation Committee)

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