

<b>Committee(s)</b>	<b>Dated:</b>
Port Health & Environmental Services Committee – For Information	23052016
Planning & Transportation Committee – For Information	24052016
<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.

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 one increased risk and two reduced risks.

- **Service/Pipe Subways (DBE-02)**  
[Planning and Transportation Committee]

This is the health and safety risk associated with working in the service or pipe subways. This risk was assessed as having Impact 8 (Critical) and Likelihood

2 (Unlikely). Since the Code of Practice has been updated the Likelihood has reduced to 1 (Rare) and the risk has been reduced from Red to Amber.

- **Major Projects and key programmes not delivered as TfL funding not received (DBE-TP-03)**  
[Planning and Transportation Committee]

Meetings have been scheduled with TfL and will take place throughout the year. The likelihood for 2016/17 has been reduced from 2 (Unlikely) to 1 (Rare) and this risk has been reduced from Amber to Green.

- **The District Surveyor's Division becomes too small to be viable (DBE-DS-01)**  
[Planning and Transportation Committee]

With the consistent difficulty to recruit professional staff and the ever increasing number of Approved Inspectors the likelihood is increasing. The Likelihood of this occurring has been increased from 2 (Unlikely) to 3 (Possible). This risk remains Amber.

### 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. One new risk, relating to the Lord Mayor's Fireworks has been identified and has been assessed as a Service level risk and will not be reported to Members.

### Summary of Key Risks

13. 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.

Additional modelling in connection with the Interim Bank Junction redesign will result in 4 months slippage. The Target date for risk reduction has been revised accordingly.

14. 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). Once the Corporate Transport Policy has been implemented (scheduled for September 2016) the Likelihood will reduce to 1 (Rare) and the risk will be reduced to Amber.

15. One risk that was previously classified as RED has, following mitigation work, been reassessed as Amber (as noted above) and will no longer be considered to be a key risk:

- **Service/Pipe Subways (DBE-02)**  
[Planning and Transportation Committee]

This is the health and safety risk associated with working in the service or pipe subways.

This risk was assessed as having Impact 8 (Critical) and Likelihood 2 (Unlikely). Since the Code of Practice has been updated the Likelihood has reduced to 1 (Rare) and the risk is now Amber.

## **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 – Register of Corporate and Departmental risks

**Carolyn Dwyer**

Director of the Built Environment

T: 020 7332 1700

E: [carolyn.dwyer@cityoflondon.gov.uk](mailto:carolyn.dwyer@cityoflondon.gov.uk)