

# ***Report to the Council Housebuilding Cabinet Committee***



***Report reference:*** CHB-006-2013/14  
***Date of meeting:*** 10 July 2013

**Epping Forest  
District Council**

**Portfolio:** Housing – Cllr David Stallan

**Subject:** Council Housebuilding Programme – Risk Register

**Responsible Officer:** Alan Hall, Director of Housing (01992 564004)

**Democratic Services Officer:** Jackie Leither (01992 564756)

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## **Recommendations:**

**That the first iteration of the Programme-wide Risk Register for the Council Housebuilding Programme (to be tabled) be noted.**

## **Reasons for Proposed Decision:**

The Council's Housebuilding Programme is a major undertaking, involving significant amounts of money and risks, it is essential that the Officer Project Team and the Cabinet Committee record, monitor and mitigate those risks.

## **Other Options for Action:**

- (a) Not to have a Risk Register – but it would not be appropriate to contemplate such an option; and
- (b) To request amendments to the format or content of the Programme-wide Risk Register.

## **Report:**

1. Since the Council's Housebuilding Programme is a major undertaking, involving significant amounts of money and risks, it is essential that the Officer Project Team and the Cabinet Committee record, monitor and mitigate those risks.
2. As part of the Council's Development Agency Agreement with East Thames, East Thames has the responsibility for producing and keeping up to date the Risk Registers for the Housebuilding Programme. In turn, East Thames has instructed their building consultants, Pellings LLP, to undertake the administration of the Risk Registers on its behalf.
3. Following approval by the Cabinet of individual developments and development packages, Pellings LLP will produce and keep updated Risk Registers for each development/package, which will be monitored by the Project Team at Project Team Meetings.
4. In addition, it is appropriate to have a "Programme-wide" Risk Register, which will be a "live document" for the Housebuilding Programme. Pellings LLP are currently finalising

the first iteration of the Programme-wide Risk Register, which will be either tabled or provided in advance of the meeting.

5. The Cabinet considered the format of the Risk Register at its last meeting.

**Resource Implications:**

If risks are not properly identified or managed, it could result in additional costs to the Council, with the amounts dependent on the issue and its severity.

**Legal and Governance Implications:**

There is no legal requirement to have and maintain a Risk Register, but it is good governance practice to do so.

**Safer, Cleaner and Greener Implications:**

None

**Consultation Undertaken:**

None

**Background Papers:**

None

**Impact Assessments:**

Risk Management

The purpose of the Risk Register is to record, monitor and mitigate risks

Equality and Diversity:

Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties, reveal any potentially adverse equality implications?	No
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Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken?	N/A
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What equality implications were identified through the Equality Impact Assessment process?

N/A

How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?

N/A