

Committee:	Date:
Epping Forest and Commons Committee	10 September 2018
Subject: Epping Forest and The Commons Risk Management Report	Public
Report of: Director Open Spaces	For Decision
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Summary

This report provides the Epping Forest and Commons Committee with an update on the management of risks undertaken by the Open Spaces Department and the Epping Forest and the Commons Divisions. Risk is reviewed regularly by the Department's Senior Leadership Team as part of the ongoing management of the operations of the Department. It is also reviewed regularly by the Management teams at Epping Forest and The Commons.

The Department has previously reported on seven Departmental risks. On 16 July 2018 The Open Spaces and City Gardens Committee received and agreed the Departmental Risk Management report which identified nine Departmental Risks.

Your Committee is responsible for five Registered Charities: Epping Forest (charity number 232990), Ashted Common (charity number 1051510), Burnham Beeches (charity number 232987), Coulsdon & Other Commons (charity number 232989) and West Wickham & Spring Park (charity number 232988). In accordance with the Charity Commission's Statement of Recommended Practice (SORP), Trustees are required to confirm in the charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks. Using the corporate risk register guidance, the management of these risks meets the requirements of the Charity Commission.

There are fourteen risks managed by the Superintendent of Epping Forest. Seven of these risks are currently reported red and seven are reported amber.

There are nine risks managed by the Superintendent of The Commons. Two of these risks are currently reported red, four amber and three green.

Recommendation

Members are asked to:

- Approve the Epping Forest Risk Register included at Appendix 2.
- Approve The Commons Risk Register included at Appendix 3.
- Agree the removal of one of The Commons 'green' risks from future risk reports to this Committee as proposed in paragraph 15.

- Note the Corporate Risk Matrix at Appendix 1 and the Current and Target Risk Score Grids for Epping Forest and The Commons at Appendices 4 and 5.

Main Report

Background

1. The Open Spaces Department's Risk Registers conform to the City's corporate standards as guided by the Risk Management Strategy 2014, and all of our Departmental and Divisional Risks are registered on the Pentana Risk Management System.
2. The Open Spaces Department manages risk through a number of processes including: Departmental and Divisional Risk Registers, the Departmental Health and Safety Improvement Group, Divisional Health and Safety Groups and Risk Assessments. Departmental Risks are reviewed by the Department's Senior Leadership Team (SLT) on a regular basis and Divisional Risks by Divisional Management Teams.
3. The Charity Commission requires Trustees to confirm in the charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks. These risks are to be reviewed annually. Each Open Spaces Service Committee is presented with relevant risk registers to fulfil this requirement.

Current Position

4. At 16 July 2018 the Open Spaces and City Gardens Committee received and agreed the Departmental risk register which identified nine Departmental risks:
 - OSD 001 - Health and Safety (amber, score 6)
 - OSD 002 - Extreme Weather (amber, score 6)
 - OSD 004 - Poor repair and maintenance of buildings (amber, score 12)
 - OSD 005 - Pests and Diseases (amber, score 12)
 - OSD 006 - Impact of development (red, score 16)
 - OSD 007 - Maintaining the City's water bodies (red, score 16)
 - OSD TBM 001 - The effect of terrorism on the tourism business at Tower Bridge and Monument (amber, score 12)
 - OSD 008 - IT System Failure (amber, score 8)
 - OSD 009 - Reputational Risk associated with efficiency improvements arising out of the Open Spaces Act (amber, score 6)

Epping Forest

5. There are fourteen risks identified across Epping Forest. These are:
 - EF 001 Increase in Health and Safety Incidents/Catastrophic Health & Safety failure (amber, score 8)
 - EF 002 Decline in Assets Condition (red, score 24)

- EF 003 Declining Site of Special Scientific Interest (SSSI)/Special Area of Conservation (SAC) Condition (amber, score 12)
- EF 004 Raised Reservoirs (red, score 24)
- EF 007 Pathogens (red, score 16)
- EF 008 Invasive Non-Native Species (INNS) (red, score 16)
- EF 009 Severe Weather Events (amber, score 6)
- EF 010 Development Consents close to Forest Land (red, score 16)
- EF 011 Wanstead Park – Heritage at Risk Register (amber, score 8)
- EF 012 Loss of Forest Land and/or Concession of Prescriptive Rights (red, score 16)
- EF 013 Loss of Knowledge in Skilled Staff/Difficulties in Recruitment (amber, score 6)
- EF 014 Major Incident Resulting in Prolonged ‘Access Denial’ (amber, score 8)
- EF 015 Public Behaviour (amber, score 8)
- EF 016 Financial Management and Loss of Income (red, score 16)

6. There are currently seven red risks and seven amber risks. There are currently no green risks.
7. None of the current risks scores have increased. One current risk score has decreased: EF 013 which has moved from an eight to a six but remains amber.
8. The target score for eight risks remain amber and the other six remain green.
9. The detail of the individual Epping Forest risks is shown in Appendix 2. This also shows the actions that are being undertaken to reduce the current risk score to the target risk score.

The Commons

10. There are nine risks identified across the Commons. These are:
 - TC 001 Health and Safety Failure (amber, score 6)
 - TC 002 Local Planning Issues (amber, score 12)
 - TC 003 Finance - SBR Roadmap (green, score 4)
 - TC 004 Tree Diseases and Other Pests (red, score 16)
 - TC 005 Climate and Weather (amber, score 8)
 - TC 006 Pond Embankments, Burnham Beeches (green, score 4)
 - TC 007 Rural Payment Agency Grants (red, score 16)
 - TC 008 Kenley Revival Project (green, score 1)
 - TC 009 Glider Operations – Kenley Airfield (amber, score 6)
11. There are currently two red risks, four amber risks and three green risks. No current risks scores have increased.
12. Two current risks scores have decreased: TC 002 reducing from 16 (red) to 12 (amber) and TC 005, reducing from 12 to 8 (both amber).
13. The target for five of the risks remains amber and the other four remain green.

14. The detail of the individual risks for the Commons is shown in Appendix 3. This also shows the actions that are being undertaken to reduce the current risk score to the target risk score.

Proposal

15. It is proposed that the following risk: TC 003 Finance – SBR Roadmap is removed from future Committee reports and ‘closed down’. The current risk score is ‘one and green’. Risk TC003 is specifically in relation to delivering a range of projects and programmes that would achieve the SBR savings over the period 2015/16 to 2017/18. Most of these projects have been completed and all the SBR savings at the Commons were achieved during the three-year period. The majority of Programme Boards that were overseeing the SBR Roadmap projects are being ‘closed down’. Some Programme Boards will continue to ensure ongoing co-ordinated delivery across the Department and to tie in with Corporate Programmes e.g. Fleet and Energy efficiency, but there are no risks associated with these in relation to the SBR roadmap.

Risk	Reason for removal from Departmental risk register
OSD TC 003 Finance – SBR Roadmap	Current risk is green (1). Target risk score is green (1) Savings identified through the SBR process have been made. Where appropriate, project and programmes Boards have been, or are in the process of being closed down as their purpose has been achieved.

Corporate & Strategic Implications

16. The Departmental and Divisional Risk Registers will help us achieve the Corporate Plan 2018 – 2023 aim to:
- Shape outstanding environments

Within which they will help deliver the outcomes:

- We have clean air, land and water and a thriving and sustainable natural environment.
- Open spaces are secure, resilient and well-maintained.

17. The Departmental risk register reflects the risks associated with delivering the Open Spaces Department’s Business top line objectives and associated outcomes:

- A. Open spaces and historic sites are thriving and accessible.
- B. Spaces enrich people’s lives.
- C. Business practices are responsible and sustainable.

Conclusion

18. The need to systematically manage risk across the Department and at a Divisional level for Epping Forest and The Commons is addressed by the production of these

Risk registers, as too are the requirements of the Charity Commission. This document will inform the collective risk across the Department's business activities.

Appendices

- Appendix 1 – Corporate Risk Scoring grid
- Appendix 2 – Epping Forest Divisional Risk Register
- Appendix 3 – The Commons Divisional Risk Register
- Appendix 4 – Matrix to show Epping Forests current and target risks on the Corporate risk scoring grid
- Appendix 5 - Matrix to show The Commons current and target risks on the Corporate risk scoring grid

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