

Committee: Port Health & Environmental Services	Date: 21 May 2019
Subject: Cemetery & Crematorium Risk Management	Public
Report of: Director Open Spaces	For Decision
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Summary

This report provides your Committee with an update on the management of risks faced by the Cemetery & Crematorium. Risk is reviewed regularly by the Department's Senior Leadership Team as part of the ongoing management of the operations of the Department.

The Department has previously reported on nine Departmental Risks. On 8 April 2019 The Open Spaces and City Gardens Committee received and agreed the Departmental risk management report which identified ten Departmental Risks.

There are four risks managed by the Superintendent of the City of London Cemetery & Crematorium that are reported to this Committee. All four are reporting at Amber. One risk which it was previously agreed to stop reporting to committee (OSD CC 003 – Deterioration of buildings, plants, and machinery) has been brought up to Amber. Pending approval, this will resume reporting to committee, to reflect its increased risk status.

Recommendation

Members are asked to:

- Note the risk scoring grid at Appendix 1
- Approve the divisional risk register outlined in this report and at Appendix 2
- Approve the increase in risk score of OSD CC 003 and its return to reporting at Appendix 2
- Note the risk matrix at Appendix 3
- Note the risk history report at Appendix 4

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 Covalent 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.

Current Position

3. Appendix 2 shows the divisional risks. Officers are undertaking a range of actions at a divisional level and these actions will help to meet the 'target score'. A note updating on each of the risks and the actions underneath them is included. Appendix 3 provides a matrix which lays out the current position and the target position, which is at the same level for all three risks.
4. The Superintendent is currently reporting 4 amber risks to Committee. They are as follows:
 - OSD CC 003 – Deterioration of buildings, plant, and machinery (Amber, 6)
 - OSD CC 009 – Systems Failure (Amber, 6)
 - OSD CC 010 – Extreme Weather (Amber, 6)
 - OSD CC 011 – Tree and Plant Diseases (Amber, 6)
5. OSD CC 003 is being re-activated as a risk due to the risk of breakdown or full failure of the ageing cremators and the arising impact on service provision which would occur if there is not timely replacement. This has caused it to increase to Amber. The target score has also increased to Green, 4 (from score 2) to reflect the new baseline.
6. All other risks remain at the level previously reported. The current score for the remaining three risks is the same as their target score, indicating that we intend to Accept this level of risk and manage them appropriately.

Corporate & Strategic Implications

7. 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.
8. 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

9. The need to systematically manage risk across the Department and at a divisional level for Cemetery & Crematorium is addressed by the production of this risk register, as too are the requirements of the Charity Commission. This document in turn will inform the collective risk across the department's business activities.

Appendices

- Appendix 1 – Risk Scoring grid
- Appendix 2 – Cemetery & Crematorium Divisional risk register
- Appendix 3 – Cemetery & Crematorium risk matrix
- Appendix 4 – Risk History Report

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