

<b>Committee(s):Epping Forest and Commons Committee</b>	<b>Date(s):6<sup>th</sup> July 2015</b>
Epping Forest and Commons Committee	06/07/2015
<b>Subject:</b> Burnham Beeches, Stoke and City Commons - Risk Register	<b>Public</b>
<b>Report of:</b> Superintendent of Burnham Beeches, Stoke and City Commons	<b>For Decision</b>
<b>Summary</b>	
<p>The Burnham Beeches, Stoke and City Commons (BB,SC&amp;CC) Division consists of 4 separate Charities i.e.</p> <ol style="list-style-type: none"> <li>1. Ashtead Common (Charity Number 1051510)</li> <li>2. Burnham Beeches and Stoke Common (Charity Number 232987)</li> <li>3. Coulsdon &amp; Other Commons (Charity Number 232989)</li> <li>4. West Wickham and Spring Park Wood (Charity Number 232988)</li> </ol> <p>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. These risks are to be reviewed annually.</p> <p>This report sets out the collective risk register for the aforementioned charities using corporate risk register guidance so that they meet the requirements of the Charities Commission whilst sitting appropriately within the Open Spaces departmental risk management hierarchy.</p> <p><b>Recommendation(s)</b></p> <p>Members are asked to:</p> <ul style="list-style-type: none"> <li>• Approve the BB, SC&amp;CC risk register outlined in this report and Appendix1.</li> </ul>	

## **Main Report**

### **Background**

1. 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.
2. The Open Spaces Department manages risk through the use of departmental and divisional risk registers, the departmental Health and Safety Improvement Group and generic and dynamic risk assessments.
3. The department is currently seeking to ensure that risks are formally managed across every division. Some divisions have already produced risk registers, some, such as BB,SC&CC, have not.
4. Risks are escalated to the departmental risk register where they are considered to have a significant impact across several divisions.

### **Current Position**

5. A risk register that covers the 4 charities across the recently merged division is required.
6. The Superintendent and his management team have used the corporate risk management guidance to develop the risk register for the division - presented in Appendix 1.

### **Proposals**

7. That the BB, SC&CC risk register forms part of the departmental risk management strategy.
8. That the risk register forms part of the division's annual reports to Charity Commission and is reviewed annually.

### **Corporate & Strategic Implications**

9. The divisional risk register reflects the Open Spaces department's 4 objectives as set out in its latest business plan i.e.
  - a. Protect and conserve the ecology, biodiversity and heritage of our sites
  - b. Embed financial stability across our activities by delivering identified programmes and projects
  - c. Enrich the lives of Londoners by providing a high quality and engaging learning and volunteering offer
  - d. Improving the health and wellbeing of our communities through access to green space and recreation.

10. The use of the divisional risk register, as part of a suite of similar documents that inform the collective 'departmental risk', supports the City of London's **Strategic Aim 3** i.e. *provide valued services to London and the nation* and **Key Policy 3** i.e. *engage with London and national government on key issues of concern to our communities such as transport, housing and public health*.

### **Conclusion**

11. The need to systematically manage risk across the BB, SC&CC division is addressed by the production of this risk register as too are the requirements of the Charity Commission.
12. This document in turn will inform the collective risk across the department's business activities.

### **Appendices**

- Appendix 1 – Burnham Beeches, Stoke and City Commons Risk Register

### **Background Papers:**

None

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