

Committee:	Date:
Epping Forest and City Commons Committee	12 September 2016
Subject: Open Spaces Department, Epping Forest and the Commons Risk Management	Public
Report of: Director Open Spaces	For Decision
Report Author: Esther Sumner, Business Manager	

Summary

This report provides the Epping Forest and City Commons Committee with an update on the management of risks faced by the Open Spaces Department. Risk is reviewed regularly by the Department's Senior Leadership Team as part of the ongoing management of the operations of the Department.

The Open Spaces Department has one corporate risk and upon review, has five departmental risks. There are eight risks for The Commons and fourteen risks for Epping Forest.

The Epping Forest and City Commons Committee oversees five registered charities:

- Epping Forest (charity number 232990)
- Ashtead Common (charity number 1051510)
- Burnham Beeches and Stoke Common (charity number 232987)
- Couldson Commons and Other Commons (charity number 232989)
- West Wickham Common & 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.

Recommendation

Members of the Epping Forest and City Commons Committee are asked to:

- Agree the Epping Forest risk register attached as Appendix 2
- Agree The Commons risk register attached as Appendix 3
- Agree the removal of the 'green' risks from future risk reports to this committee as proposed in paragraph 3.1.
- Note the Departmental risk register outlined in this report and at Appendix 4

Main Report

1. **Background**

- 1.1. 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.
- 1.2. The Open Spaces Department manages risk through a number of important 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 the Superintendents and their divisional management teams.
- 1.3. 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 with interim updates.

2. **Current Position**

- 2.1. The Open Spaces Department has one corporate risk:
 - CR11 – Hampstead Heath ponds: overtopping leading to dam failure

Departmental Risks

- 2.2. The Open Spaces and City Gardens Committee considered the Departmental risks at its committee meeting on 18 July. The report has identified five Departmental risks:
 - OSD 001 - Ensuring the health and safety of staff, volunteers, contractors and public - amber
 - OSD 002 - Extreme weather - amber
 - OSD 004 - Poor repair and maintenance of buildings - amber
 - OSD 005 – Pests and Diseases - amber
 - OSD 006 - Impact of housing and/or transport development - red
- 2.3. The majority of these departmental risks relate to all the divisions within the Department and as such each division will implement a range of actions which will help reduce the Departmental risk.

Divisional Risks

Epping Forest Divisional Risks

- 2.4. There are fourteen risks identified for Epping Forest. No additional risks have been identified at Epping Forest since last reporting to this committee on 7 September 2015. However two previous reported risks have been merged into one as the cause/event/impact and actions were repetitions of one another. The two risks were: 'OSD EF 006 Financial Management' and 'OSD EF 005 Reductions in Grant Funding'. These have been merged into a newly titled risk: 'OSD EF 016 Financial management and loss of income'.
- 2.5. Only one risk has increased its current risk score and that is 'OSD EF 010 Development Consents Close to Forest Land' and this is because in the last 12

months there has been an increase in the use of green belt for developments and development of current houses into flats.

2.6. The fourteen risks are:

- OSD EF 001: Increase in Health and Safety incidents/Catastrophic Health & Safety failure (amber – no change in risk status)
- OSD EF 002: Decline in Assets condition (red – no change in risk status)
- OSD EF 003: Declining Site of Special Scientific Interest (SSSI)/Special Area of Conservation (SAC) Condition (amber – no change in risk status)
- OSD EF 004: Raised Reservoirs (amber – no change in risk status)
- OSD EF 007: Pathogens (amber – no change in risk status)
- OSD EF 008: Invasive Non Native Species (INNS) (red– no change in risk status)
- OSD EF 009: Severe Weather Events (amber – no change in risk status)
- OSD EF 010: Development Consents close to Forest Land (amber – increased risk score status)
- OSD EF 011: Wanstead Park – Heritage at Risk Register (amber – no change in risk status)
- OSD EF 012: Loss of Forest Land and/or concession of prescriptive rights (red – no change in risk status)
- OSD EF 013: Loss of knowledge in skilled staff / Difficulties in recruitment (amber – no change in risk status)
- OSD EF 014: Major Incident resulting in prolonged ‘Access Denial’ (amber – no change in risk status)
- OSD EF 015: Public behaviour (amber – no change in risk status)
- OSD EF 016: Financial management and loss of income (red –new merged risk – previous risks were red and amber)

2.7. The detail of the individual risks is shown in Appendix 2.

The Commons Divisional Risks

2.8. There are eight risks identified for The Commons. No additional risks have been identified at The Commons since last reporting to this committee on 7 July 2015.

2.9. The eight risks are:

- OSD TC 001: Health and Safety Failure (amber - decreased risk score status)
- OSD TC 002: Local Planning Issues (red – no change in risk status)
- OSD TC 003: Finance - SBR Roadmap (green – decreased risk score status)
- OSD TC 004: Tree Diseases and Other Pests (amber – no change in risk status)
- OSD TC 005: Climate and Weather (amber – no change in risk status)

- OSD TC 006: Pond Embankments, Burnham Beeches (green – no change in risk status)
- OSD TC 007: Rural Payment Agency Grants (red – no change in risk status)
- OSD TC 008: Kenley Revival Project (green – decreased risk score status)

2.10. The detail of the individual risks is shown in Appendix 3.

3. Proposal

3.1. It is proposed that the following ‘The Commons risks’ are removed from future reports. The current risk score for each of these is ‘green’. Details regarding these risks are included in appendix 3. These risks will continue to be monitored and assessed and if there are any changes which result in an amber or red assessment their reporting will be reinstated.

The Commons

Risk	Reason for removal from Departmental risk register
OSD TC 006 Pond Embankments	Current risk is green (4) City Surveyor recently visited site and expressed no significant concern.
OSD TC 003 Finance - SBR Roadmap	Current risk is green (4) The SBR Programmes are in year two of the three year plan and are progressing well. Officers have developed new skills and are successfully managing their Programme Board and operational work. Highlight reporting identifies areas of concern which is raised to the Senior Leadership team for additional support. Progress on the SBR Programmes is reported to the Open Spaces and City Garden Committee quarterly
OSD TC 008 Kenley Revival Project	Current risk is green (1) This risk was related to the lack of funding to enable restoration of the world war II fighter pens at RAF Kenley which are on the “Heritage at Risk” register, listed as in declining condition. Funding in the sum of £880,900 received 17 September 2015 and officers in post and the project is progressing.

4. Corporate & Strategic Implications

4.1. The divisional risk register reflects the Open Spaces Department’s four objectives as set out in the departmental business plan:

- Protect and conserve the ecology, biodiversity and heritage of our sites
- Embed financial stability across our activities by delivering identified programmes and projects
- Enrich the lives of Londoners by providing a high quality and engaging learning and volunteering offer
- Improving the health and wellbeing of our communities through access to green space and recreation.

- 4.2. 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: To provide valued services to London and the nation and
 - Key Policy Priority 3: Engaging with London and national government on key issues of concern to our communities such as transport, housing and public health.

5. Conclusion

- 5.1. 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 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 - City of London Corporation Risk Matrix
- Appendix 2 - Epping Forest Risk register
- Appendix 3 - The Commons Risk Register
- Appendix 4 – Open Spaces Departmental Risk register

Background Papers: None

Esther Sumner, Business Manager

T: 020 7332 3517

E: esther.sumner@cityoflondon.gov.uk