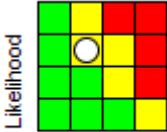
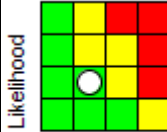

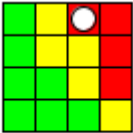
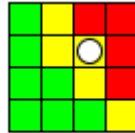


Appendix 3: The Commons Detailed Risk Register

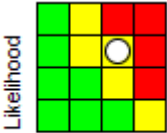
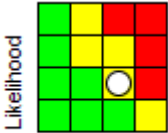

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 001 Health and Safety Failure 09-Jun-2015 Andy Barnard	Causes: Poor understanding and/or delivery of Health and Safety policies, procedures and safe systems of work: inadequate training, failure to implement the results of audits, dynamic risk assessments not undertaken Event: Staff, volunteers or contractors undertake unsafe working practices Impact: Injury or death of staff, contractor, volunteer or member of the public	 Likelihood Impact	6	H&S audit results have begun to be implemented and sites are becoming more confident in joined-up procedures 14 Jun 2016	 Likelihood Impact	4	31-Mar-2017	 Decreased Risk Score
Action no, Title,	Description	Latest Note		Managed By	Latest Note Date	Due Date		
OSD TC 001 a Appropriate resourcing	Adequate and appropriate training for staff and volunteers - link to PDR's (all line managers) Links to other departmental service providers in OSD Clear and appropriate communication Ongoing			Hadyn Robson; Andy Thwaites		31-Mar-2017		
OSD TC 001 b Breaking ground	Avoid incident / accident arising from digging or insertion below ground that interferes with hazardous underground infrastructure through having relevant controls in place including: mapping of underground services, liaison with utility companies, local control of contractors' procedures, staff training and experience, corporate guidance for control of contractors, SLA with City Surveyor includes procedures for CS appointed contractors on site. Areas checked for service covers, location markers and recorded site information before breaking ground. Trained operatives use scanning equipment. Appropriate excavation tools and procedures used. Much of the above will be captured through the implementation of a locally adapted version of the Epping piloted Contractor Protocol.			Hadyn Robson		31-Mar-2017		
OSD TC 001 c H&S processes	Undertake quarterly reviews of the regular health and safety audits Ensure risk assessments and safe systems of work are up to date. Ongoing			Hadyn Robson		31-Mar-2017		

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 002 Local Planning Issues 09-Jun-2015 Andy Barnard	<p>Causes: Pressure on Planning Authorities to meet housing targets. Failure to monitor and challenge housing and other development plans. Lack of partnership working with Planning Authorities inclusion in Local Development Plans. Lack of resources to employ specialist support or carry out necessary monitoring/research</p> <p>Event: Large housing or other developments on land affecting the Open Spaces.</p> <p>Impact: Increase in visitor numbers and general recreation pressure. Potential decline in biodiversity due to disturbance and habitat quality. Increased in air, light and noise pollution. Decrease in water availability. Increased hydrological pollution risk. Increased traffic on local road network.</p>	 <p>Likelihood</p> <p>Impact</p>	16	<p>There are two separate strands to this at the moment: planning as listed here and the quarry site operation. In terms of the former the risk is of increasing concern as the local plan is in the production stage; however we are in discussions about methods of mitigation which would reduce the risk. Another couple of months and we will know better. In terms of the quarry this is also an increasing concern as the working is physically closer to the Beeches and we do have concerns over dust and hydrology</p> <p>24 Jun 2016</p>	 <p>Likelihood</p> <p>Impact</p>	12	31-Mar-2017	↔ No change
Action no, Title,	Description	Latest Note		Managed By	Latest Note Date	Due Date		
OSD TC 002 a Local authorities/Counties Local Plans and Core Strategies	<p>Inclusion in core strategy planning documents - where applicable</p> <p>Close partnership working with local planning authorities</p> <p>Active monitoring of planning applications with responses as appropriate</p> <p>All ongoing and/or as and when</p>	<p>Working closely with local planning authority and Natural England on local plan and discussing mitigation.</p> <p>In discussion with Natural England specialist on air quality and awaiting final report.</p> <p>In discussion with quarry site operator over mitigation and working methods. Continuing to push Minerals Planning Authority regarding hydrology protocol and liaising with Natural England over issue too</p>		Hadyn Robson	24-Jun-2016	31-Mar-2017		
OSD TC 002 b Monitoring of impacts	<p>Active monitoring of pollution where possible</p> <p>Active monitoring of environmental impacts - where possible</p> <p>Undertake research - where appropriate and where resources allow</p> <p>Ongoing</p>	<p>Continuing monitoring of dust and reviewing regular reports from contractors</p> <p>Reviewing results of hydrology monitoring from quarry operator and chasing when required</p> <p>Currently undertaking 5 yearly review of visitor numbers</p> <p>Received interim report on repeat survey of visitor footfall</p>		Hadyn Robson	24-Jun-2016	31-Mar-2017		

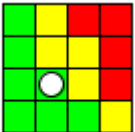
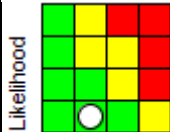
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 003 Finance - SBR Roadmap 10-Jun-2015 Andy Barnard	<p>Causes: Lack of skills to deliver projects. Unrealistic scoping targets and deadlines. Conflicting priorities between corporate/departmental change programme and Divisional merger issues</p> <p>Event: Division is unable to deliver its roadmap programmes to agreed targets and timescales. Adverse workload impact on service delivery</p> <p>Impact: Divisional failure - Alternative savings required that may not best suite culture change nor properly support core activities.</p> <p>Departmental failure – Transfer of financial pressures from one area of the Department to another on a reactive basis. Ability to deliver ‘existing level of services’ declines.</p>	 Likelihood Impact	4	<p>SBR projects progressing although some have been identified as amber as milestones for three year programmes alter but actions in place to bring Programmes back on track.</p> <p>14 Jun 2016</p>	 Likelihood Impact	4	31-Mar-2018	 Decreased Risk Score
Action no, Title,	Description	Latest Note			Managed By	Latest Note Date	Due Date	
OSD TC 003 a Appropriate programme management	<p>Training and support for staff involved in cross departmental projects - link to PDR's</p> <p>Programme and project templates used.</p> <p>Plan and associated timetable to resolve conflicting priorities - approval systems in place with departmental and divisional roadmaps</p> <p>OSPSU review of highlight reports - Ongoing</p>	SLT review highlight report and red and amber programme status discussed. Change controls used.			Hadyn Robson	21-Jun-2016	31-Mar-2018	

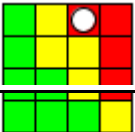

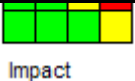

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 004 Tree Diseases and Other Pests 10-Jun-2015 Andy Barnard	<p>Causes: Inadequate biosecurity, purchase or transfer of infected, plants, soil and animals. ‘Natural’ spread of pests and diseases from neighbouring areas e.g. Oak Processionary Moth and Foot and Mouth</p> <p>Event: Sites become infected by animal, plant or tree diseases</p>	 Likelihood Impact	12	<p>Risk not yet reduced to target as OPM is now nearer Ashted and Burnham Beeches</p> <p>24 Jun 2016</p>	 Likelihood Impact	6	31-Mar-2017	 No change

	Impact: Service capability disrupted, ineffective use of staff resources, damage to corporate reputation, loss of species, site closures (temp) and associated access, increased costs for reactive maintenance. Threat to existing conservation status of sites, particularly those with woodland habitats.					
Action no, Title,	Description	Latest Note		Managed By	Latest Note Date	Due Date
OSD TC 004 a Staff training	Ensure staff training is kept updated to enable timely identification of pest and knowledge of correct treatment/ prevention.	Ongoing		Hadyn Robson	24-Jun-2016	31-Mar-2017
OSD TC 004 b Inspections	Annual tree inspections undertaken through qualified personnel	OPM monitoring programme in place		Hadyn Robson	24-Jun-2016	31-Mar-2017
OSD TC 004 c Partnerships	Active involvement with leading partners such as Forestry Commission and Natural England	Ongoing		Hadyn Robson	24-Jun-2016	31-Mar-2017
OSD TC 004 d Biosecurity	Measures in place for staff, volunteers and contractors including public messages	Biosecurity measures are in place across the Division for staff, volunteers and contractors.		Hadyn Robson	24-Jun-2016	31-Mar-2017

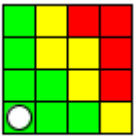
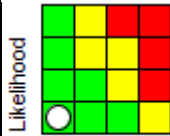
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 005 Climate and Weather 10-Jun-2015 Andy Barnard	Causes: Severe wind events, prolonged precipitation or restricted precipitation. May be Climate change influenced Event: Severe weather/climate impacts at one or more sites Impact: Service capability disrupted; fire, flood and storm events (potentially increasing in frequency); increased demand for staff resources to respond to incidents and maintain site safety; loss of species, temporary site closures and associated access; increased costs for reactive management. Injury or death to staff, visitors, contractors and volunteers. Damage/loss of rare/fragile habitats and species.	 Likelihood	12	Monitoring of Met office weather warnings 24 Jun 2016	 Likelihood	8	31-Mar-2017	 No change
Action no, Title,	Description	Latest Note		Managed By	Latest Note Date	Due Date		
OSD TC 005 a Fire	Review and update plan	Site information/resources shared with emergency services		Hadyn Robson	24-Jun-	31-Mar-		

management	Fire management and monitoring policies and plans in place and link to staff training and local emergency services	Plan reviewed annually		2016	2017
OSD TC 005 b Storms	Storm monitoring & management and closure policies across all sites linked to high staff awareness and training		Hadyn Robson	24-Jun-2016	31-Mar-2017
OSd TC 005 c Climate change	Understanding of the potential impacts of climate change on the open spaces Engagement in climate change research and debate	Ongoing research and dialogue	Hadyn Robson	24-Jun-2016	31-Mar-2017

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 006 Pond Embankments, Burnham Beeches 10-Jun-2015 Andy Barnard	Causes: Erosion, inadequate design quality, lack of maintenance, leaks Event: Severe rainfall event resulting in overtopping of embankments, leading to erosion and potential collapse Impact: Loss of life. Damage to downstream land/property. Litigation. Damage to/loss of habitat and associated rare species. Reputational harm.		4	Carry forward requested into 2016/17 to reassess 2011 design plans and costs City Surveyor visited site and expressed no short term, significant concern 14 Jun 2016		2	31-Dec-2018	↔ No change
Action no, Title,	Description	Latest Note		Managed By	Latest Note Date	Due Date		
OSD TC 006 a Project development	Condition assessments carried out and options provided for approval Options costed Gateway 4 report drafted - Sept 16			Hadyn Robson		31-Dec-2018		
OSD TC 006 b Monitoring	Inspections / monitoring od outflow condition Ongoing			Hadyn Robson		31-Dec-2018		

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 007 Rural Payment Agency Grants	Causes: Amendments to EU 'Common Agriculture Policy' legislation/UK interpretation. Event: Reduction in direct grant available from the Rural		16	Update from RPA as of 23/6/16. Most 2015 claims for Commons have not yet been paid. It is still held up on		8	31-Mar-2017	↔
								

10-Jun-2015 Andy Barnard	Payments Agency (RPA) to deliver agricultural/conservation related services across the Division. Impact: Reduction or cessation of agricultural/conservation services. Reduction of income direct and indirect. Reduction/loss of biodiversity (legal implications); reductions in recreational access due to reduction/cessation of grazing activities.			what we hope is a technicality. We have been assured of an update next week 24 Jun 2016			No change
Action no, Title,	Description	Latest Note		Managed By	Latest Note Date	Due Date	
OSD TC 007 a Monitoring	Seek clarity/advice from RPA on the above Monitor review of latest RPA advice and procedures			Hadyn Robson		31-Mar-2017	
OSD TC 007 b Submissions	Submit forms according to RPA guidance			Hadyn Robson		31-Mar-2017	

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 008 Kenley Revival Project 10-Jun-2015 Andy Barnard	Causes: The world war II fighter pens at RAF Kenley are currently on the “Heritage at Risk” register, listed as in declining condition. Further restoration is required. Public access is maintained but there is limited interpretation. Event: Failure to secure funding for the current HLF project or alternative project / funding source Impact: Continuing deterioration of at risk heritage features; education and interpretation opportunities missed; deteriorating state impacts negatively on the City’s reputation	 Likelihood	1	Funding in the sum of £880,900 received 17 September 2015. Officers in post and project progressing. 24 Jun 2016	 Likelihood	1	31-Dec-2018	↓ Decreased Risk Score
Action no, Title,	Description	Latest Note		Managed By	Latest Note Date	Due Date		
OSD TC 008 a HLF Funding bid	HLF Capital Funding Bid	Funding in the sum of £880,900 received 17 September 2015.		Hadyn Robson	24-Jun-2016	30-Sep-2015		