

Committee:	Date:
Epping Forest & Commons	9 May 2017
Subject: Epping Forest & The Commons Risk Management	Public
Report of: Director Open Spaces	For Decision
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Summary

This report provides the Epping Forest & Commons Committee with an update on the management of risks faced by the Open Spaces Department and the Epping Forest and The Commons divisions in particular. 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 six departmental risks. The departmental risk register was reviewed when the department was expanded to include Tower Bridge, Monument and Keats House but it was felt that the risks associated with these sites did not need to be escalated to the departmental level. There are 14 risks for Epping Forest and six for The Commons.

Departmental risks:

OSD 001 - Ensuring the health and safety of staff, volunteers, contractors and public
OSD 002 - Extreme weather
OSD 004 - Poor repair and maintenance of buildings
OSD 005 - Animal, plant and tree diseases
OSD 006 - Impact of housing and/or transport development
OSD 007 – Maintaining the City's water bodies

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.

Recommendation

Members are asked to:

- Note the risk scoring grid at Appendix 1
- Note the Departmental risk register outlined in this report and at Appendix 2
- Approve the Epping Forest risk register included within Appendix 3.

- Approve The Commons risk register included within 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.
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 Committee is presented with relevant risk registers to fulfil this requirement. Although the Charity Commission requires an annual consideration of risks as a minimum, the City's internal policies recommend a quarterly consideration. The Open Spaces Department presents full risk registers to committee twice a year and provides interim updates as part of the Business Plan progress report.

Current Position

4. Appendix 2 shows the Departmental risks. Officers are undertaking a range of actions at a divisional level and these actions will reduce the 'current departmental risk score' to achieve the 'target score'. As previously, the Departmental risk register layout, provides cross references to the divisional risks. Appendix 3 and 4 provide the detail of the Epping Forest and The Commons divisional risks, the actions which are being taken to reduce (or maintain) the risk and a latest note on progress, at a divisional level.

Epping Forest

5. There are 14 risks identified across Epping Forest. There are six red risks:
 - EF 002: Decline in Assets condition
 - EF 007: Pathogens
 - EF 008: Invasive Non Native Species (INNS)
 - EF 010 Development Consents close to Forest Land
 - EF 012 Loss of Forest Land and/or concession of perspective rights
 - EF 016 Financial management and loss of income
6. The remaining nine risks are amber.
7. The detail of the individual risks is shown in Appendix 3.

The Commons

8. There are six risks identified across The Commons. There are three red risks:
 - TC 002 Local Planning Issues

- TC 004 Tree Diseases and Other Pests
 - TC 007 Rural Payment Agency Grants
9. The remaining three risks are amber. The division is also managing green risks at service level and these are not reported to Committee.
10. The detail of the individual risks is shown in Appendix 4.

Corporate & Strategic Implications

11. The divisional risk register reflects the Open Spaces Department's five 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 experiences by providing a high quality and engaging visitor, educational and volunteering offer
 - Improving the health and wellbeing of our communities through access to green space and recreation
 - Improve service efficiencies, equalities and workforce satisfaction
12. The use of the divisional risk register, as part of a suite of similar documents that inform the collective departmental risk. This support the departmental Business Plan which delivers aspects of the City of London's corporate plan.

Conclusion

13. 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 – Risk Scoring grid
- Appendix 2 – Departmental Risk register
- Appendix 3 – Epping Forest Risk Register
- Appendix 4 – The Commons Risk Register

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