

Committee:	Date:
Hampstead Heath, Highgate Wood & Queen's Park	15 May 2017
Subject: Hampstead Heath, Highgate Wood, Queen's Park Risk and Risk Management	Public
Report of: Director Open Spaces	For Decision
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Summary

This report provides the Hampstead Heath, Highgate Wood & Queen's Park with an update on the management of risks faced by the Open Spaces Department and the Hampstead Heath, Highgate Wood, and Queen's Park Risk division 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 9 Risks managed by the Superintendent of Hampstead Heath, Highgate Wood & Queen's Park.

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 two Registered Charities: Hampstead Heath (charity number 803392) and Highgate Wood & Queen's Park (charity number 232986). 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 Hampstead Heath, Highgate Wood and Queen's Park risk register included within Appendix 3.

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.

Hampstead Heath, Highgate Wood and Queen's Park Risk

5. There are nine risks identified across Hampstead Heath, Highgate Wood and Queen's Park Risk. There are currently no red risks.
6. The detail of the individual risks is shown in Appendix 3.

Corporate & Strategic Implications

7. 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
8. 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

9. The need to systematically manage risk across the Department and at a divisional level for Hampstead Heath, Highgate Wood and Queen's Park Risk 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 – Hampstead Heath, Highgate Wood and Queen's Park Risk Divisional Risk Register

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