

<b>Committee:</b>	<b>Date:</b>
Culture, Heritage & Libraries	30 May 2017
<b>Subject:</b> Tower Bridge, Monument and Keats House Risk Management	<b>Public</b>
<b>Report of:</b> Director Open Spaces	<b>For Decision</b>
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### Summary

This report provides your Committee with an update on the management of risks faced by the Open Spaces Department and Tower Bridge, Monument and Keats House 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 Open Spaces 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. However, the departmental risks in relation to Health & Safety (OSD 001) and building maintenance (OSD 004) are particularly pertinent to Tower Bridge, Monument and Keats House.

Your Committee is responsible for Keats House which is a registered charity (number 1053381). 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 selected extracts from the Open Spaces Departmental risk register outlined in this report and at Appendix 2
- Approve the Tower Bridge & Monument risk register included within Appendix 3.
- Approve the Keats House 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 relevant 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 relevant 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 Tower Bridge & Monument and Keats House divisional risks, the actions which are being taken to reduce (or maintain) the risk and a latest note on progress, at a divisional level.

### **Tower Bridge & Monument**

5. There are 5 amber risks and 4 green risks. It is proposed that following this report, green risks will be managed at service level and not reported to your Committee. The detail of the individual risks is shown in Appendix 3.

### **Keats House**

6. There are 4 amber risks. The detail of the individual risks is shown in Appendix 4.

### **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 Tower Bridge & Monument and Keats House 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 – Extracts from the Departmental Risk register
- Appendix 3 – Tower Bridge and Monument risk register
- Appendix 4 – Keats House risk register

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