

Committee(s):	Date(s):
Open Spaces, City Gardens and West Ham Park Committee	8 October 2012
Subject: Risk Management – West Ham Park Local Risk Register	Public
Report of: Director of Open Spaces	For Decision

### **Summary**

Following a review of the City of London charities in 2010, the Comptroller and City Solicitor advised that it was important that this Committee has ownership of, and receive reports on, key policies including risk management.

As part of the corporate risk management process and in line with the arrangements for the City of London's charities, it has therefore been agreed that this Committee should receive an annual report on the main risks that affect West Ham Park and this is attached to this report.

The departmental Risk Register covering all the City Corporation's Open Spaces was included in the Business Plan for 2012 – 2015, which was approved by this Committee on 25 April 2012.

The Director of Open Spaces is accountable for ensuring that significant risks in relation to the operational responsibilities of this Committee are escalated to Members on a timely basis. This report therefore provides Members with an opportunity to examine the main local risks for West Ham Park.

### **Recommendation**

- That the current local risk register for West Ham Park is agreed.

## **Main Report**

### **Background**

1. The City of London is committed to a programme of risk management as an element of its strategy to preserve the assets of the charities it manages, enhance productivity for service users and members of the public and protect its employees.

2. The City's risk management framework has been developed in accordance with recognised best practice, including, and of particular relevance to the Open Spaces and Charity Commission guidance, to ensure that the role and responsibilities of Trustees in relation to risk management align with those of Members.
3. In order to embed sound practice, a corporate Risk Management Group ensures that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to Members and officers.
4. The City of London has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London to further embed risk management throughout the organisation.
5. West Ham Park is a charitable trust, with the City of London acting as trustee and this Committee being responsible for its protection and management. Following a review of the City of London charities, the Comptroller and City Solicitor advised that it was important that this Committee has ownership of, and receive reports on, key policies including risk management.

### **Current Position**

6. The current Open Spaces Department Risk Register was included in the Business Plan for 2012 – 2015, which was approved by this Committee on 25 April 2012.
7. A report from the Chamberlain to this Committee at the meeting on 14 May 2012 set out the key requirements of the Risk Management Handbook, particularly those in relation to the role and purpose of Service Committees or their designated Sub-Committees. Departments are required to undertake regular systematic review of their key operational risks, updating their departmental Risk Register accordingly.
8. In accordance with the Risk Management Handbook, the Open Spaces Department considers significant risks identified across all its sites. Routine review and monitoring of departmental risk has been aligned with the business performance review and, as such, will now form part of the quarterly business planning update to this Committee.

9. Advice from the Charity Commission states that where a Council is itself the charity trustee, individual councillors are not a trustee and do not have the responsibilities or liabilities of a trustee. Members do however need to have oversight of the significant risks and how they are being managed, with the appropriate Chief Officer taking ownership of the risks. The Director of Open Spaces is therefore accountable for ensuring that significant risks in relation to operational responsibilities of the Committee are escalated to Members on a timely basis.
10. A key risk register has therefore been prepared for West Ham Park which identifies the potential impact of key risks and the measures which are in place to mitigate such risks. This register is attached to this report as Appendix A. For reference, a copy of the Open Spaces departmental register is also attached as Appendix B, with an explanation of the status of all the risks and how the scores are calculated.
11. This is the first annual report on the main risks that affect this charitable trust and, during the year, any further risk management updates from the Superintendent will be included in his regular verbal update reports to this Committee.

### **Corporate & Strategic Implications**

12. Risk management is a fundamental part of the business planning process and is therefore highlighted when the plan is updated. The key financial, property and other risks have been considered when compiling the registers for the site, together with an indication of the mitigating actions/controls that are in place.

### **Conclusion**

13. In accordance with the City's risk management framework and the administration of the City of London's charities, it has been agreed that this Committee should be updated annually about the key risks faced by West Ham Park. Members are asked to note that appropriate actions are being taken to manage and mitigate those risks effectively in a timely manner.

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