

Committee:	Date:
Port Health & Environmental Services	21 July 2020
Subject: Cemetery & Crematorium Risk Management	Public
Report of: Director Open Spaces	For Decision
Report Author: Martin Falder, Project Support Officer	

Summary

This report provides your Committee with an update on the management of risks faced by the Cemetery & Crematorium. Risk is reviewed regularly by the Department's Senior Leadership Team as part of the ongoing management of the operations of the Department.

There are four risks managed by the Superintendent of the City of London Cemetery & Crematorium that are reported to this Committee. All four are reporting at Amber. None of the risk levels have changed significantly since the last risk update in March 2020.

Risks related to COVID-19 are managed corporately under a separate risk register which was accepted by Audit and Risk Management on 2 June 2020. Risks relevant to this committee have been attached at Appendix 4 for information.

Recommendation

Members are asked note the report and:

- Approve the divisional risk register outlined in this report and at Appendix 2

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.

Current Position

3. Appendix 2 shows the divisional risks. Officers are undertaking a range of actions at a divisional level and these actions will help to meet the 'target score'. A note

updating on each of the risks and the actions underneath them is included. Appendix 3 provides a matrix which lays out the current position and the target position, which is at the same level for all three risks.

4. The Superintendent is currently reporting 4 amber risks to Committee. They are as follows:
 - OSD CC 003 – Deterioration of buildings, plant, and machinery (Amber, 6)
 - OSD CC 009 – Systems Failure (Amber, 6)
 - OSD CC 010 – Extreme Weather (Amber, 6)
 - OSD CC 011 – Tree and Plant Diseases (Amber, 6)
5. All risks remain at the level previously reported. The current score for OSD CC 009, 010, and 011, is the same as their target score, indicating that we intend to Accept this level of risk and manage them appropriately.
6. OSD CC 003's target score was 4 (Green), with a target date of 31 October 2020. This was to coincide with the anticipated completion of the cremator replacement project. Timetable now expects this work to be completed by end of February 2021. Target score for this date has risen to 6 (Amber), as current proposed CWP schedule is likely to affect the maintenance of buildings, plant, and machinery. We do not anticipate being able to bring this risk to Green, and we therefore Accept the current level of risk.
7. Risks related to COVID-19 are managed corporately under a separate risk register which was accepted by Audit and Risk Management on 2 June 2020. Risks relevant to this committee have been attached at Appendix 4 for information.

Corporate & Strategic Implications

8. The Departmental and Divisional Risk Registers will help us achieve the Corporate Plan 2018 – 2023 aim to:
 - Shape outstanding environments

Within which they will help deliver the outcomes:

- We have clean air, land and water and a thriving and sustainable natural environment.
 - Open spaces are secure, resilient and well-maintained.
9. The Departmental risk register reflects the risks associated with delivering the Open Spaces Department's Business top line objectives and associated outcomes:
 - A. Open spaces and historic sites are thriving and accessible.
 - B. Spaces enrich people's lives.
 - C. Business practices are responsible and sustainable.

Conclusion

10. The need to systematically manage risk across the Department and at a divisional level for Cemetery & Crematorium 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 – Cemetery & Crematorium Divisional risk register
- Appendix 3 – Cemetery & Crematorium risk matrix
- Appendix 4 – COVID-19 Risks Relevant to PHES

Martin Falder, Project Support Officer

T: 020 7332 3514

E: Martin.Falder@cityoflondon.gov.uk