

<b>Committee(s):</b> Culture, Heritage and Libraries Committee	<b>Dated:</b> 19/7/2021
<b>Subject:</b> Keats House Risk Management Report	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	1 / 5 / 12
<b>Does this proposal require extra revenue and/or capital spending?</b>	N
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	N/A
<b>Report of:</b> Colin Buttery, Director of Open Spaces	<b>For Decision</b>
<b>Report author:</b> Martin Falder, Project Support Officer, Open Spaces	

### Summary

This report provides your Committee with an update on the management of risks faced by Keats House, within the Open Spaces Department. Risk is reviewed regularly by the Department's Senior Leadership Team as part of the ongoing management of the operations of the Department. It is also reviewed regularly by the Divisional Management Team.

The Open Spaces Department reports on ten departmental risks. These were last reviewed at Open Spaces and City Gardens Committee on 14 July 2021.

At Keats House there are four risks managed by the Principal Curator:

- OSD KH 001 Health and Safety of staff, volunteers, visitors and contractors (Green)
- OSD KH 002 Theft or damage to Keats House or its contents (Green)
- OSD KH 003 Insufficient maintenance (Amber)
- OSD KH 004 Loss of staff expertise (Green)

Risks related to COVID-19 are managed corporately under a separate risk register. Risks relevant to this committee have been attached at Appendix 5 for information.

Your Committee is responsible for Keats House, 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 report and:

- Approve the Keats House risk register included within 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 Pentana 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) and Divisional Risks by Divisional Management Teams 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 Committee to which the Open Spaces Department charities report is presented with relevant risk registers to fulfil this requirement.
4. Risks related to COVID-19 are managed corporately under a separate risk register. Risks relevant to the work of this Committee have been attached at Appendix 5 for information.

### **Current Position**

5. There are four risks identified at Keats House. These are:

OSD KH 001	Health and Safety of staff, volunteers, visitors and contractors (green, score 4)
OSD KH 002	Theft or damage to Keats House or its contents (green, score 4)
OSD KH 003	Insufficient maintenance (amber, score 8)
OSD KH 004	Loss of expertise (green, score 4)
6. There are currently three green risks and one amber risk. There are no red risks. All risks remain at the same level as previously reported.
7. The target risk score for one of the risks is amber and the remaining three are green. The current and target scores for three of the risks are at the same level, indicating we Accept the current level of risk. The target score for KH 004 is one level lower than the current score, as we have actions in place which aim to reduce this risk further. Full details of these target scores are included at Appendix 2.
8. The detail of the individual risks is shown in Appendix 2. This also shows the actions that are being undertaken to manage the current risk score to the level of the target risk score.

### **Corporate & Strategic Implications**

9. The Departmental and Keats House risk registers will help us achieve the Corporate Plan 2018 – 2023 aims to:
  - Contribute to a flourishing society
  - Shape outstanding environments

- Our spaces are secure, resilient and well maintained
10. The Departmental and Keats House risk registers reflects the risks associated with delivering the Open Spaces Department's Business Plans 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**

11. The need to systematically manage risk across the Department and at a Divisional level for 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 – Corporate Risk Scoring grid
- Appendix 2 – Keats House risk register
- Appendix 3 – Matrix to show current and target risks using the Corporate Risk Scoring Grid
- Appendix 4 – COVID-19 Risks & Actions Relevant to Keats House

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