

Committee(s)	Dated:
West Ham Park Committee	16 October 2023
Subject: Risk Management Update Report	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 2, 4, 11, 12
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Bob Roberts, Interim Executive Director Environment	For decision
Report author: Joanne Hill, Business Planning and Compliance Manager	

Summary

This report is presented to provide the West Ham Park Committee with assurance that risk management procedures in place within the Environment Department and its Natural Environment Division, which includes West Ham Park, are satisfactory and meet the requirements of the Corporate Risk Management Framework and the Charities Act 2011. Risk is reviewed regularly within the Department as part of the ongoing management of the operations.

Your Committee is responsible for the West Ham Park Charity (registered charity number: 206948). 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. By following the processes defined in the Corporate Risk Management Framework, the management of these risks meets the requirements of the Charity Commission.

The risks faced by the West Ham Park charity are summarised in this report and the detailed risk register is provided at Appendix 1.

Recommendation

- A. **West Ham Park Risk Register:** Members are asked to confirm, on behalf of the City Corporation as Trustee, that the register appended to this report satisfactorily sets out the key risks to the charity and that appropriate systems are in place to identify and mitigate risks.
- B. **Reporting format:** Risk registers are available in a detailed or summary format. A detailed risk register is appended to this report. Summary risk registers includes the risk title, current and target scores, direction of travel and flight path. Members are asked to decide whether:
- i. they wish to continue to receive a detailed risk registers in each quarterly report; or
 - ii. they would be satisfied with receiving a detailed risk registers every six months and a summary risk register in the two interim quarterly reports, with individual risks being reported in detail by exception.

Main Report

Background

1. The City of London's Risk Management Strategy, which forms part of its Corporate Risk Management Framework, requires each Chief Officer to report regularly to Committees on the risks faced by their department.
2. The Charity Commission requires Trustees to confirm in a 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.
3. Each Committee to which the Natural Environment Division of the Environment Department reports receives an update on the risks relevant to the Committee every quarter. This frequency aligns with the City of London's Risk Management Strategy and exceeds the requirements of the Charity Commission.
4. The Interim Executive Director Environment assures your Committee that all risks held by the Natural Environment Division continue to be managed in compliance with the Corporate Risk Management Framework and the Charities Act 2011.
5. Risks held by the West Ham Park Charity are regularly reviewed by management teams, in consultation with risk owners, with updates recorded in the corporate risk management information system (Pentana). Risks are assessed on a likelihood-impact basis, and the resultant score is associated with a traffic light colour. For reference, the City of London's Risk Matrix is provided at Appendix 2.

6. The detailed risk register for West Ham Park is summarised in the main body of this report and provided in full at Appendix 1. For each risk, officers are undertaking a range of actions to mitigate the effects.

Current Position

West Ham Park Risks

7. The West Ham Park Risk Register, summarised below and provided in full at Appendix 1, contains ten risks (one RED, eight AMBER and one GREEN) which are owned and managed by the Assistant Director, North London Open Spaces, and his Management Team.
8. Since the date of the last report to your Committee, all risks have been reviewed and updated in the risk management information system. The risks are listed below with their current score and notes summarising significant recent updates, where applicable.
 - **ENV-NE-WH 011: Maintenance of buildings, memorials, play areas and equipment** (*RED, 16*)
The details of this risk have been updated to reflect the asset review which is being undertaken across the Natural Environment Division. This work should enable us to reduce the risk score to AMBER 12 by the end of 2024.
 - **ENV-NE-WH 004: Budget reduction and income loss** (*AMBER, 12*)
The current score of this risk has been increased to 12 (possible/major) to reflect revised budgets. The new operational structure focuses on income generation but, until all vacant posts are filled, we will not have sufficient resources to achieve income targets. We aim to reduce the risk to a score of 8 by the end of the financial year.
 - **ENV-NE-WH 006: Climate and weather** (*AMBER, 12*)
 - **ENV-NE-WH 013: Delivery of Capital Projects** (*AMBER, 12*)
 - **ENV-NE-WH 003: Health and Safety incidents** (*AMBER, 8*)
 - **ENV-NE-WH 009: Public behaviour** (*AMBER, 8*)
 - **ENV-NE-WH 012: Recruitment and retention of staff** (*AMBER, 8*)
 - **ENV-NE-WH 014: Tree failure** (*AMBER, 8*)
 - **ENV-NE-WH 005: Tree diseases and other pests** (*AMBER, 6*)
 - **ENV-NE-WH 010: Local planning issues** (*GREEN, 4*)

Risk Management Process

9. Across the Environment Department, risk management is a standing agenda item at the regular meetings of local, divisional and departmental management teams.
10. Between management team meetings, risks are reviewed in consultation with risk and action owners, and updates are recorded in the corporate risk management information system (Pentana).

11. Regular risk management update reports are provided to this Committee in accordance with the City's Risk Management Framework and the requirements of the Charities Act 2011.

Identification of New Risks

12. New and emerging risks are identified through several channels, including:
 - Directly by Senior Leadership Teams as part of the regular review process.
 - In response to ongoing review of progress made against Business Plan objectives and performance measures, e.g., slippage of target dates or changes to expected performance levels.
 - In response to emerging events and changing circumstances which have the potential to impact on the delivery of services, e.g., changes to legislation, resource availability, severe weather events.

Corporate and Strategic Implications

13. Effective management of risk is at the heart of the City Corporation's approach to delivering cost effective and valued services to the public as well as being an important element within the corporate governance of the organisation.
14. The risk management processes in place in the Environment Department support the delivery of the Corporate Plan, our Departmental and Divisional Business Plans and relevant Corporate Strategies, such as the Climate Action; Cultural; Sport and Physical Activity; and Volunteering Strategies. Risks are also being considered as part of the development of the Natural Environment Division's emerging strategies.
15. Risks which could have a serious impact on the achievement of business and strategic objectives are proactively identified, assessed and managed in order to minimise their likelihood and/or impact.

Conclusion

16. The proactive management of risk, including the reporting process to Members, demonstrates that the Natural Environment Division of the Environment Department is adhering to the requirements of the City of London Corporation's Risk Management Framework and the Charities Act 2011.

Appendices

- Appendix 1 – West Ham Park Risk Register
- Appendix 2 – City of London Corporation Risk Matrix

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