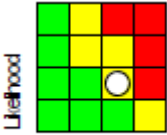
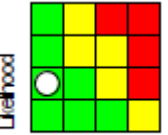
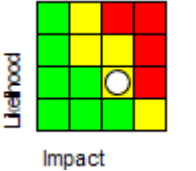
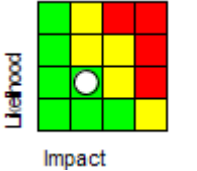


Rob Shakespeare							
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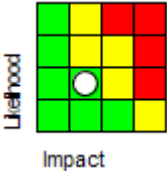
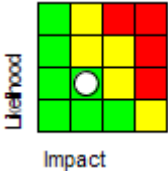
Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-KH 001a	Represent Keats House at Health and Safety meetings.	Keats House is represented at Environment Department Health and Safety meetings and H&S is a standing agenda item at Keats House Team and Culture and Projects Section meetings.	Rob Shakespeare	26-Oct-2023	31-Mar-2024
ENV-NE-KH 001b	Replacement of fire and security alarm systems.	The Head of Heritage and Museums is liaising with the City Surveyor's Project Team to progress fire and security alarm replacement works at both buildings. These have been submitted to LB Camden pending approval.	Rob Shakespeare	26-Oct-2023	31-Mar-2024

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-KH 003 Insufficient maintenance 07-Apr-2017 Rob Shakespeare	Cause: Building deteriorates due to insufficient maintenance. Event: City of London required to carry out maintenance on property which may cause inconvenience to visitors, including closure of building for extended periods. Impact: Reputational damage, poor visitor experience, poor working conditions, long-term survival of the heritage asset compromised, damage to collection due to poor environmental conditions (e.g. in case of heating failure).	 Likelihood Impact	8	Cyclical Works Programme (CWP) priority projects and estimated costs have been identified and have been submitted for Member approval. The current risk score has been maintained at Amber 8 pending approval and progression of these projects. 26 Oct 2023	 Likelihood Impact	2	31-Mar-2025	Constant
							Reduce	

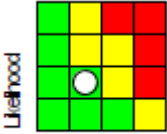
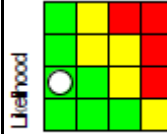
Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-KH 003a	Keats House to continue developing relationship with City Surveyor's Department (CSD) and attend, when necessary, client liaison meetings.	The Head of Heritage and Museums liaises with the City Surveyor's Department on matters regarding Keats House, through the Culture and Projects Section. CWP priority projects and estimated costs have been identified and have been submitted for Member approval.	Rob Shakespeare	26-Oct-2023	31-Mar-2025

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-KH 006 Delivery of major projects 27-Jul-2022 Rob Shakespeare	Cause: Lack of staff capacity and relationships to deliver major projects beyond the scope of the Keats House team's expertise. Event: Priority projects unable to progress. Effect: Reduced outcomes for Keats House and the CoL.		8	Major priorities have been identified for 2023/24 and 2024/25 and these are being progressed by individual officers and contractors. Priorities include access improvements to Keats House grounds and implementation of the Collections Management System. The risk score has been reduced to 8 (unlikely / major) to reflect the current situation. We aim to reduce the risk further once the access improvements are complete. 26 Oct 2023		4	31-Mar-2025	↓
							Reduce	

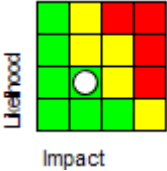
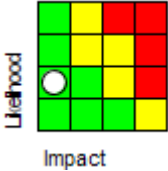
Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-KH 006a	Maintain ongoing liaison with the City Surveyor's Department.	City Surveyor's Department has obtained revised costs for the access improvements and officers are currently identifying budgets and the schedule of works.	Rob Shakespeare	26-Oct-2023	31-Mar-2024
ENV-NE-KH 006b	Deliver the approved works.	Once action 006a is complete: Deliver the approved access improvements to Keats House grounds.	Rob Shakespeare	26-Oct-2023	31-Mar-2025

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-KH 002 Theft or damage 07-Apr-2017 Rob Shakespeare	<p>Cause: Theft by people visiting the museum during opening hours, or a break in when the museum is closed; deliberate or accidental damage to items during museum opening or events.</p> <p>Event: City of London are unable to open the property to the public to show items of interest due to theft of item, or damage caused in effecting theft, and necessity to carry out repair or install new collection.</p> <p>Impact: Loss of or damage to heritage collection items; loss of equipment or personal belongings; reputational damage.</p>		4	<p>The current risk score remains at Green. Keats House is open to the public and staff attend site regularly. Despite a delay in replacing the security system, an intruder alarm and CCTV are both still in place and functional. We accept the current level of risk pending replacement of the current systems.</p> <p>26 Oct 2023</p>		4	Accept	Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-KH 002a	Keats House to ensure City Surveyor's Department (CSD) address the regular maintenance and upkeep of effective security system in the Cyclical Works Programme (CWP).	Proposals to replace the CCTV, fire alarm and security alarm systems have been submitted for the required planning permission and are expected to be progressed in 2024/25.	Rob Shakespeare	26-Oct-2023	31-Mar-2024

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-KH 004 Loss of staff expertise 07-Apr-2017 Rob Shakespeare	Cause: Staff move on to new roles. Event: Difficulties in recruitment and new staff not experienced in collection; unable to offer positive visitor experience. Impact: Loss of expertise; recruitment and training costs; short-staffing leading to operational issues.	 Likelihood Impact	4	The new organisational structure has been implemented and recruitment to vacant posts is to be completed for Spring 2024. The Collections Management System has been procured and is being implemented. Once staff training and testing has been completed, the risk will reduce to the target score of Green (2). 26 Oct 2023	 Likelihood Impact	2	31-Mar-2024	Constant
							Reduce	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-KH 004a	All staff to be familiarised with the collection and database to ensure retention of collections-related knowledge.	Training on new database for key officers completed in Summer 2023. The database is being finalised prior to training for all staff.	Rob Shakespeare	26-Oct-2023	31-Mar-2024

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-KH 005 Financial sustainability 25-May-2022 Rob Shakespeare	<p>Cause: Pandemic recovery.</p> <p>Event: Continued reduction of income from all sources, particularly admissions, sales and hires following the Covid-19 pandemic.</p> <p>Impact: Inability to meet income targets resulting in pressure on the Keats House Charity's Reserves and increased liability of the City Corporation as sole Trustee.</p>		4	<p>Measures taken to reduce expenditure and rebuild income streams are proving successful with a full recovery predicted for 2024/25. The future financial sustainability of the Keats House Charity will be reviewed as part of the new Natural Environment Division Income Generation Strategy – this is a priority workstream for the Division for 2024/25.</p> <p>26 Oct 2023</p>		2	31-Mar-2025	Constant
							Reduce	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-KH 005a	Develop a five-year Management Plan for Keats House.	A five- year Management Plan, is a key priority from April 2024 to support the Natural Environment Division's aims and vision, Museum Accreditation and the future sustainability of the Keats House Charity.	Rob Shakespeare	26-Oct-2023	31-Mar-2024
ENV-NE-KH 005b	Develop and implement income generation and audience development plans.	As part of the NED cross-cutting commitments, these two key plans will be developed and implemented to support audience and income recovery by March 2025.	Rob Shakespeare	26-Oct-2023	31-Mar-2025