

<b>Committee(s)</b>	<b>Dated:</b>
Epping Forest and Commons Committee	21 March 2024
<b>Subject:</b> Risk Management Update Report	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>1, 5, 12</b>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>If so, how much?</b>	<b>N/A</b>
<b>What is the source of Funding?</b>	<b>N/A</b>
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>N/A</b>
<b>Report of:</b> Interim Executive Director Environment	<b>For decision</b>
<b>Report author:</b> Joanne Hill, Business Planning and Compliance Manager	

### Summary

This report is presented to provide the Epping Forest and Commons Committee with assurance that risk management procedures in place within the Environment Department are satisfactory and that they meet the requirements of the Corporate Risk Management Framework and the Charities Act 2011. Risks are reviewed regularly within the Department as part of the ongoing management of the operations. They are also reviewed regularly by the management teams at Epping Forest and The Commons.

Your Committee is responsible for five Registered Charities: Epping Forest (charity number 232990), Ashtead Common (charity number 1051510), Burnham Beeches (charity number 232987), Coulsdon and Other Commons (charity number 232989) and West Wickham and Spring Park (charity number 232988). 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.

Each of the five charities holds a risk register which is summarised in the main body of this report and included in full within the appendices.

### Recommendation

Members are asked to confirm, on behalf of the City Corporation as Trustee, that the risk registers appended to this report satisfactorily set out the key risks to each of the five charities and that appropriate systems are in place to identify and mitigate risks.

## **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 of the charity or charities relevant to that 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 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. Each of the five charities for which your Committee is responsible holds a risk register. All risks are regularly reviewed by management teams, in consultation with risk owners, with updates recorded in the corporate risk management information system. 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 6.
6. The detailed risk registers for Epping Forest and each of the four Commons charities are summarised in the main body of this report and provided in full at Appendices 1 to 5. Officers are undertaking a range of actions to control each risk, as shown in the appended registers.

### **Current Position**

#### **Epping Forest Risks**

7. The Epping Forest Risk Register is provided at Appendix 1. The register contains seven RED and eight AMBER risks owned and managed by the Interim Assistant Director, Epping Forest and her 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 titles of some risks have been updated to improve clarity and consistency.
9. The risks are listed below with their current score and notes summarising significant recent updates, where applicable.

- **ENV-NE-EF 004: Decline in condition of assets** (*RED, 32*)  
As a result of ongoing deterioration of assets and the lack of funding for remediation, the current risk score remains Red 32 (likely / extreme). Officers continue to liaise with colleagues in the City Surveyor's Department with the aim of reducing the risk.
- **ENV-NE-EF 017: Tree failure** (*RED, 32*)  
This risk remains at the maximum level of likelihood and impact (likely / extreme) due to a single Poplar tree identified as dangerous close to the M25 and high voltage power cables. The Chief Lawyer has written to the power company asking them to commit to fell the tree their response is awaited. Once this matter is resolved, the risk score will be reassessed and reduced if appropriate.
- **ENV-NE-EF 006: Failure of raised reservoirs** (*RED, 24*)
- **ENV-NE-EF 018: Wanstead Park Reservoirs** (*RED, 24*)  
This risk continues to be managed in collaboration with the District Surveyor's Office's Engineering Team and has been updated to reflect the current status of the project. A further detailed report on the project will be brought to your Committee as Project Gateway 5 is reached.
- **ENV-NE-EF 008: Negative impacts from pests and diseases** (*RED, 16*)
- **ENV-NE-EF 012: Loss of forest land and buffer land/or concession of prescriptive rights** (*RED, 16*)
- **ENV-NE-EF 015: Impacts of anti-social behaviour on staff and site** (*RED, 16*)
- **ENV-NE-EF 003: Risk for health and safety** (*AMBER, 12*)
- **ENV-NE-EF 010: Negative impacts of development and encroachment** (*AMBER, 12*)
- **ENV-NE-EF 013: Recruitment of suitable staff and workforce planning** (*AMBER, 12*)
- **ENV-NE-EF 016: Budget pressures** (*AMBER, 12*)
- **ENV-NE-EF 005: Declining Site of Special Scientific Interest (SSSI)/Special Area of Conservation (SAC) condition** (*AMBER, 8*)
- **ENV-NE-EF 009: Adverse impacts of extreme weather and climate change** (*AMBER, 8*)
- **ENV-NE-EF 011: Wanstead Park – Heritage at Risk Register** (*AMBER, 8*)
- **ENV-NE-EF 014: Major incident resulting in prolonged 'access denial'** (*AMBER, 8*)

## The Commons Risks

10. A separate risk register is held for each of the four Commons charities to enable effective site-specific management and assessment.

11. Since the date of the last report to your Committee, all risks have been reviewed and updated in the risk management information system. The titles of some risks have been updated to improve clarity and consistency. The risks are listed below with their current score and notes summarising significant recent updates, where applicable.

### **Ashtead Common**

12. The Ashtead Common Risk Register (Appendix 2) contains two RED, three AMBER and one GREEN risk as shown below.

- **ENV-NE-AC 005: Negative impacts of pests and diseases** (*RED, 16*)  
The score of this risk has been increased from 8 (likely/serious) to 16 (likely/major) due to an increase in reports of tick bites and at least two confirmed cases of Lyme Disease. An action plan is in place which should help to bring the risk score back to 6 over the coming months.
- **ENV-NE-AC 009: Decline in condition of assets** (*RED, 16*)  
The score of this risk has increased from 8 (likely/serious) to 16 (likely/major) to reflect the general deterioration of built assets and mechanical and electrical installations due to insufficient inspection and maintenance. Funding has recently been agreed to replace the six byelaw boards and Officers continue to work with colleagues in the City Surveyor's Department to resolve other issues. It is hoped that planned and ongoing actions will enable the risk score to be reduced by the end of December.
- **ENV-NE-AC 004: Negative impacts of development and encroachment** (*AMBER 8*)
- **ENV-NE-AC 006: Adverse impacts of extreme weather and climate change** (*AMBER, 6*)
- **ENV-NE-AC 008: Water pollution** (*AMBER, 6*)
- **ENV-NE-AC 001: Budget pressures** (*GREEN, 4*)

### **Burnham Beeches and Stoke Common**

13. The Burnham Beeches and Stoke Common Risk Register (Appendix 3) contains four RED and four AMBER risks. None of the risk scores have changed since the last report to your Committee.

- **ENV-NE-BBSC 002: Negative impacts of visitor pressure** (*RED, 16*)
- **ENV-NE-BBSC 005: Negative impacts of pests and diseases** (*RED, 16*)
- **ENV-NE-BBSC 007: Rural Payment Agency Grants** (*RED, 16*)
- **ENV-NE-BBSC 009: Decline in condition of assets** (*RED, 16*)
- **ENV-NE-BBSC 001: Budget pressures** (*AMBER, 12*)
- **ENV-NE-BBSC 004: Negative impacts of development and encroachment** (*AMBER, 12*)
- **ENV-NE-BBSC 006: Adverse impacts of extreme weather and climate change** (*AMBER, 12*)
- **ENV-NE-BBSC 008: Pollution** (*AMBER, 8*)

### **Coulsdon and Other Commons**

14. The Coulsdon and Other Commons Risk Register (Appendix 4) contains one RED and six AMBER risks. None of the risk scores have changed since the last report to your Committee.

- **ENV-NE-COC 009: Decline in condition of assets** (*RED, 16*)
- **ENV-NE-COC 002: Negative impacts of visitor pressure** (*AMBER, 12*)
- **ENV-NE-COC 004: Negative impacts of development and encroachment** (*AMBER, 8*)
- **ENV-NE-COC 005: Negative impacts of pests and diseases** (*AMBER, 8*)
- **ENV-NE-COC 008: Pollution** (*AMBER, 8*)
- **ENV-NE-COC 001: Budget pressures** (*AMBER, 6*)
- **ENV-NE-COC 006: Adverse impacts of extreme weather and climate change** (*AMBER, 6*)

### **West Wickham and Spring Park**

15. The Wickham and Spring Park Risk Register (Appendix 5) contains one RED and five AMBER risks. None of the risk scores have changed since the last report to your Committee.

- **ENV-NE-WWSP 009: Decline in condition of assets** (*RED, 16*)
- **ENV-NE-WWSP 002: Negative impacts of visitor pressure** (*AMBER, 12*)
- **ENV-NE-WWSP 004: Negative impacts of development and encroachment** (*AMBER, 8*)
- **ENV-NE-WWSP 005: Negative impacts of pests and diseases** (*AMBER, 8*)
- **ENV-NE-WWSP 001: Budget pressures** (*AMBER, 6*)
- **ENV-NE-WWSP 006: Adverse impacts of extreme weather and climate change** (*AMBER, 6*)

### **Risk Management Process**

16. Across the Environment Department, risk management is a standing agenda item at the regular meetings of local, divisional and departmental management teams.
17. 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.
18. 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**

19. 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.

### **Corporate and Strategic Implications**

20. 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.
21. The risk management processes in place in the Environment Department support the delivery of the Corporate Plan, our Departmental high-level Business Plan, local Management Plans and relevant Corporate Strategies, including, but not limited to, the Climate Action; Cultural; Sport and Physical Activity; and Volunteering Strategies. Risks are also being taken into consideration as part of the development of the Natural Environment Divisions' emerging strategies.
22. 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**

23. 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 – Epping Forest Risk Register
- Appendix 2 – Ashted Common Risk Register
- Appendix 3 – Burnham Beeches and Stoke Common Risk Register
- Appendix 4 - Coulsdon and Other Commons Risk Register
- Appendix 5 – West Wickham and Spring Park Risk Register
- Appendix 6 – City of London Corporation Risk Matrix

### **Contact**

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