

<b>Committee(s)</b>	<b>Dated:</b>
Hampstead Heath, Highgate Wood and Queen's Park Committee	21 May 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>	<ul style="list-style-type: none"> <li>• Diverse engaged communities</li> <li>• Vibrant thriving destination</li> <li>• Providing excellent services</li> <li>• Flourishing public spaces</li> <li>• Leading sustainable environment</li> </ul>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>Report of:</b> Bob Roberts, Interim Executive Director Environment	<b>For decision</b>
<b>Report author:</b> Joanne Hill, Environment Department	

### **Summary**

This report is presented to provide the Hampstead Heath, Highgate Wood and Queen's Park Committee with assurance that risk management procedures in place within the Environment Department and its Natural Environment Division 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 two Registered Charities: Hampstead Heath (charity number 803392) and Highgate Wood and Queen's Park Kilburn (charity number 232986). 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.

Each of the charities holds a risk register which is summarised in the main body of this report and provided in full at Appendices 1 and 2.

### **Recommendation**

**Hampstead Heath, and Highgate Wood and Queen's Park risk management:**

Members are asked to confirm, on behalf of the City Corporation as trustee, that the

registers appended to this report satisfactorily set out the key risks to the charities and that appropriate systems are in place to effectively 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. Your Committee receives a quarterly update on the risks faced by the two charities for which it is responsible. Detailed risk registers are presented every six months. The two interim quarterly reports present summary risk registers, with individual risks being reported in detail by exception. This reporting frequency aligns with the City of London's Risk Management Strategy and exceeds the reporting requirements of the Charity Commission.
4. The Interim Executive Director Environment assures your Committee that all risks held by the Hampstead Heath charity and the Highgate Wood and Queen's Park charity continue to be managed in compliance with the Corporate Risk Management Framework and the Charities Act 2011.
5. Risks are regularly reviewed by the Assistant Director and his management team, 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 3.
6. The risk register for Hampstead Heath and the risk register for Highgate Wood and Queen's Park are summarised in the main body of this report and the detailed registers are provided Appendices 1 and 2. For each risk, officers are undertaking a range of actions to mitigate the effects.

### **Current Position**

#### **Hampstead Heath Risks**

7. The Hampstead Heath Risk Register, summarised below and at Appendix 1, contains thirteen risks (two RED, ten AMBER, 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. None of the risk scores have changed.

- **ENV-NE-HH 007: Decline in condition of assets** (*RED, 16*)
- **ENV-NE-HH 014: Impacts of anti-social behaviour on staff and site** (*RED, 16*)
- **ENV-NE-HH 001: Budget pressures** (*AMBER, 12*)
- **ENV-NE-HH 004: Adverse impacts of extreme weather and climate change** (*AMBER, 12*)
- **ENV-NE-HH 002: Negative impacts of visitor pressure** (*AMBER, 8*)
- **ENV-NE-HH 003: Outbreak of fire in woodland/heathland** (*AMBER, 8*)
- **ENV-NE-HH 006: Risks to health and safety** (*AMBER, 8*)
- **ENV-NE-HH 009: Water facilities** (*AMBER, 8*)
- **ENV-NE-HH 010: Deterioration of water bodies** (*AMBER, 8*)
- **ENV-NE-HH 011: Recruitment of suitable staff** (*AMBER, 8*)
- **ENV-NE-HH 013: Tree failure** (*AMBER, 8*)
- **ENV-NE-HH 005: Negative impacts of pests and diseases** (*AMBER, 6*)
- **ENV-NE-HH 008: Negative impacts of development and encroachment** (*GREEN, 4*)

#### **Highgate Wood and Queen's Park Risks**

9. The Highgate Wood and Queen's Park Risk Register, summarised below and at Appendix 2, contains eleven risks (two RED, eight AMBER, and one GREEN) which are owned and managed by the Assistant Director, North London Open Spaces, and his Management Team.

10. Since the date of the last report to your Committee, all risks have been reviewed and updated in the risk management information system. None of the risk scores have changed. One new risk has been added to the register, as shown below.

- **ENV-NE-HWQP 007: Decline in condition of assets** (*RED, 16*)
- **ENV-NE-HWQP 012: Impacts of anti-social behaviour on staff and site** (*RED, 16*)  
This new risk has been added to the Highgate Wood and Queen's Park register to reflect the existing and ongoing issue of anti-social behaviour by members of the public which presents a risk to staff, visitors and the site (an identical risk was added to the Hampstead Heath register in January). A departmental approach is being developed to tackle the abuse of staff and ensure rapid reporting. Locally, officers encourage responsible behaviour and collaborate with the police and other enforcement agencies to minimise incidents and their effects.
- **ENV-NE-HWQP 001: Budget pressures** (*AMBER, 12*)
- **ENV-NE-HWQP 004: Adverse impacts of extreme weather and climate change** (*AMBER, 12*)
- **ENV-NE-HWQP 002: Negative impacts of visitor pressure** (*AMBER, 8*)

- **ENV-NE-HWQP 003: Outbreak of fire in woodland/heathland** (*AMBER, 8*)
- **ENV-NE-HWQP 006: Risks to health and safety** (*AMBER, 8*)
- **ENV-NE-HWQP 009: Recruitment of suitable staff** (*AMBER, 8*)
- **ENV-NE-HWQP 011: Tree failure** (*AMBER, 8*)
- **ENV-NE-HWQP 005: Negative impacts of pests and diseases** (*AMBER, 6*)
- **ENV-NE-HWQP 008: Negative impacts of development and encroachment** (*GREEN, 4*)

### **Risk Management Process**

11. Across the Environment Department, risk management is a standing agenda item at the regular meetings of local, divisional and departmental management teams.
12. 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.
13. 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**

14. 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**

15. 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.
16. 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 implementation of the Natural Environment Division's strategies.

17. 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**

18. 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 – Hampstead Heath Risk Register
- Appendix 2 – Highgate Wood and Queen's Park Risk Register
- Appendix 3 – City of London Corporation Risk Matrix

### **Contact**

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