

<b>Committee(s)</b>	<b>Dated:</b>
Epping Forest and Commons Committee	22 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>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 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 five Registered Charities: Epping Forest (charity number 232990), Ashted 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. 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 five charities holds a risk register which is summarised in the main body of this report and 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 identify the key risks to each of the five charities and that an appropriate risk management process is in place.

## **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 five charities for which it is responsible. This reporting 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 five charities 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 risk registers for Epping Forest and each of the four Commons charities are summarised in the main body of this report and at Appendices 1 to 5. Officers are undertaking a range of actions to control each risk.

### **Current Position**

#### **Epping Forest Risks**

7. The Epping Forest Risk Register summarised below and at Appendix 1 contains seven RED and eight AMBER risks owned and managed by the Interim Assistant Director, Epping Forest and her management team. This includes the Deterioration of Wanstead Park Reservoirs (RED) risk which is managed jointly with the City's Building Control Service.

8. Since the date of the last report to your Committee, all risks have been reviewed and updated in the corporate risk management information system. None of the risk scores have changed. Three risks are reported in detail, by exception, at Appendix 1a, as explained below.

- **ENV-NE-EF 004: Decline in condition of assets** (*RED, 32*)

As one of the two highest risks on the register, this risk is reported in detail (Appendix 1a) to provide your Committee with a full update. This risk remains at a score of 32 (likely / extreme) due to the ongoing deterioration of assets across the Forest. Maintenance legacy funding has now been agreed but has yet to be prioritised. 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*)

As one of the highest risks on the register, this risk is reported in detail (Appendix 1a) to provide your Committee with a full update. The risk score 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. Officers will provide a verbal update to the Committee on 22 May by which time they expect to have further information on the progress of this matter.

- **ENV-NE-EF 006: Failure of raised reservoirs** (*RED, 24*)

- **ENV-NE-EF 018: Deterioration of Wanstead Park Reservoirs** (*RED, 24*)

- **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*)

This risk is reported in detail (Appendix 1a) to keep your Committee up to date on the actions being undertaken by officers to mitigate this risk. These include weekly patrols to gather intelligence on the illegal use of motorbikes/quad bikes in the Forest.

- **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

9. A separate risk register is held for each of the four Commons charities to enable effective site-specific management and assessment. Since the date of the last report to your Committee, all risks have been reviewed and updated in the risk management information system.

### Ashtead Common

10. The Ashtead Common Risk Register (Appendix 2) contains two RED, three AMBER and one GREEN risk as shown below. None of the risk scores have changed since the last report to your Committee.

- **ENV-NE-AC 005: Negative impacts of pests and diseases** (*RED, 16*)
- **ENV-NE-AC 009: Decline in condition of assets** (*RED, 16*)
- **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

11. 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

12. 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**

13. 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**

14. Across the Environment Department, risk management is a standing agenda item at the regular meetings of local, divisional and departmental management teams.
15. 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.
16. 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**

17. 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**

18. 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.
19. The risk management processes in place in the Environment Department support the delivery of the Corporate Plan, our Departmental high-level Business Plan, local business 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 Divisions' core strategies.
20. 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**

21. 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 Summary Risk Register
- Appendix 1a – Epping Forest detailed risks (by exception)
- Appendix 2 – Ashted Common Summary Risk Register
- Appendix 3 – Burnham Beeches and Stoke Common Summary Risk Register
- Appendix 4 - Coulsdon and Other Commons Summary Risk Register
- Appendix 5 – West Wickham and Spring Park Summary Risk Register
- Appendix 6 – City of London Corporation Risk Matrix

### **Contact**

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