

Committee: Epping Forest and Commons Committee	Dated: 28/11/2024
Subject: Risk Management Update	Public report: For Decision
This proposal: <ul style="list-style-type: none"> • delivers Corporate Plan 2024-29 outcomes • provides business enabling functions 	<ul style="list-style-type: none"> • Flourishing Public Spaces • Vibrant Thriving Destination • Leading Sustainable Environment
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:	Katie Stewart, Executive Director Environment
Report author:	Joanne Hill, Environment Department

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 within the appendices.

Recommendation

Members are asked to confirm, on behalf of the City Corporation as Trustee, that the Summary Risk Registers appended to this report satisfactorily identify the key risks to each of 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. Each Committee to which the Natural Environment Division of the Environment Department reports receive an update on the risks of the charity or charities relevant to that Committee every quarter. Detailed risk registers are presented to Committees every six months. The two interim quarterly reports present summary risk registers, with individual risks being reported in detail by exception.
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 (Ideagen). 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 at Appendices 1 to 5. One risk is reported in detail, by exception (at Appendix 1a). For each risk, officers are undertaking a range of actions to mitigate the effects.

Current Position

Epping Forest Risks

7. The Epping Forest Risk Register summarised below and at Appendix 1, contains four RED, nine AMBER and one GREEN risk, all owned and managed by the 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 risk management information system. The score of one risk has changed and that risk is reported in detail, by exception, at Appendix 1a, as explained below.
 - **ENV-NE-EF 015: Impacts of anti-social behaviour on staff and site (AMBER, 12)**
Combined efforts have reduced the number of quad bike/motorbike incidents in the Forest. The multi-agency approach to addressing anti-social behaviour at Manor Flats has been effective and the likelihood of the risk has now reduced from 'likely' to 'possible', taking the score to the target of Amber 12 (possible with a major impact should it occur). There will be a continued need to monitor anti-social behaviour and address new issues as they arise. Increased Keeper and Enforcement resources are now in place to keep the risk under control and maintain it at the current level.
 - **ENV-NE-EF 006:** Failure of raised reservoirs (RED, 24)
 - **ENV-NE-EF 017:** Tree event or failure (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 003:** Risk for health and safety (AMBER, 12)
 - **ENV-NE-EF 004:** Decline in condition of built assets and infrastructure (AMBER, 12)
 - **ENV-NE-EF 010:** Negative impacts of development and encroachment (AMBER, 12)
 - **ENV-NE-EF 016:** Budget pressures (AMBER, 12)
 - **ENV-NE-EF 019:** Decline in condition of heritage assets (AMBER, 12)
 - **ENV-NE-EF 020:** Security of site, and the public (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 013:** Recruitment of suitable staff and workforce planning (GREEN, 2)

The Commons Risks

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

9. 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.

Ashtead Common

10. The Ashtead Common Risk Register contains one RED, four AMBER and one GREEN risk as shown below. The Summary Risk Register is presented at Appendix 2.

- **ENV-NE-AC 009:** Decline in condition of assets (RED,16)
- **ENV-NE-AC 005:** Negative impacts of pests and diseases (AMBER, 12)
- **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 contains three RED, and four AMBER risks. The Summary Risk Register is presented at Appendix 3.

- **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 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 contains one RED and six AMBER risks. The Summary Risk Register is presented at Appendix 4.

- **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 contains one RED and five AMBER risks. The Summary Risk Register is presented at Appendix 5.
 - **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 (Ideagen).
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 Management 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 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 and City Operations Divisions' emerging 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 (reported 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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