

City of London Corporation Committee Report

Committee(s): West Ham Park Committee	Dated: 03/07/2025
Subject: Risk Management Update Report	Public report: For Decision
This proposal: <ul style="list-style-type: none"> • delivers Corporate Plan 2024-29 outcomes • provides business enabling functions 	Corporate Plan Outcomes: Diverse engaged communities; Vibrant thriving destination; Providing excellent services; Flourishing public spaces; Leading sustainable environment Business enabling functions: Risk Management
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 West Ham Park Committee with assurance that risk management procedures in place within the Environment Department and its Natural Environment Division, which includes West Ham Park, 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 the West Ham Park Charity (registered charity number: 206948). 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.

The risks faced by the West Ham Park charity are summarised in this report and at Appendix 1. One new risk is reported in detail, by exception (at Appendix 1a).

Recommendation

Members are asked to confirm, on behalf of the City Corporation as Trustee, that the West Ham Park Summary Risk Register (Appendix 1) satisfactorily identifies the key risks to the West Ham Park charity and that an appropriate risk management process is in place.

Main Report

Background

Corporate Risk Management Process

1. The City of London's Risk Management Framework incorporates the Risk Management Policy; the Risk Management Strategy 2024-29; and Risk Management Guidance and Training.
2. The Risk Management Policy outlines the City Corporation's overarching approach and requirements in risk management.
3. The Risk Management Strategy 2024-2029 articulates the City of London Corporation's approach to identifying, mitigating, and managing risk. It ensures that the City Corporation upholds duties, delivers priorities, and supports and aligns with organisational ambitions including our Corporate Plan 2024-2029 strategic outcomes enabling delivery, continuous improvement and innovation.

Risk governance and reporting

4. For each natural environment charity, the responsible Management Committee retains oversight of risk, with officers under their relevant delegated authority in the operational management of the charity having day-to-day responsibility for managing and controlling risk.
5. 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.
6. The City of London's Risk Management Framework requires each Chief Officer to report regularly to Committees on the risks faced by their department.
7. Your Committee, on behalf of the City Corporation as Trustee, reviews risks faced by the West Ham Park charity on a quarterly basis to gain assurance that risks are being effectively identified and managed. This reporting frequency aligns with the City of London's Risk Management Framework and exceeds the requirements of the Charity Commission.

8. 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.

Current position

9. The Executive Director Environment assures your Committee that all risks held by the West Ham Park charity continue to be managed in compliance with the Corporate Risk Management Framework and the Charities Act 2011.
10. 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 2.
11. 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. For example, changes to legislation, resource availability, severe weather events.

West Ham Park Risks

12. The content of the West Ham Park Risk Register is summarised at paragraph 15, below, and at Appendix 1. The Register contains eight risks (two RED, six AMBER and one GREEN) which are owned and managed by the Assistant Director, North London Open Spaces, and his management team. Since the date of the last report to your Committee, all risks have been reviewed and updated in the risk management information system.
13. One new risk has been added to the register: **ENV-NE-WH 015: Work related stress**. This risk relates to the high workloads being experienced by some members of staff and the associated increased levels of workplace stress and anxiety. The potential impacts include greater staff absence and turnover; reduced health and wellbeing; and reduced ability to deliver services. The risk has been assessed at a score of Red 16 (likely to occur, with a major impact). Senior Managers are taking action to address the situation and reduce the risk to the target score. Actions include ensuring appropriate support for individuals; better prioritisation of workstreams; reviewing staff rotas; and identification of additional funding to increase staff resources. Please refer to Appendix 1a for full details of this new risk.
14. The other highest risk for West Ham Park is '**ENV-NE-WH 011: Decline in condition of assets**' which is currently scored at Red 16 (likely to occur, with a major impact). The cause of this risk is the backlog of repair and maintenance works required to be undertaken on the charity's built assets. Additional funding

to address the backlog of maintenance works across the Corporation has been approved. Officers are working closely with colleagues in the City Surveyor's Department to formally assess, allocate and prioritise the funding allocated to the Environment Department to areas of most need. The completion of priority works, along with any alternative funding options identified through the Natural Environment Charity Review should help to reduce the risk.

15. The full list of risks held by West Ham Park is as follows:

- **ENV-NE-WH 011: Decline in condition of assets**
(Current risk score: RED 16, constant)
- **ENV-NE-WH 015: Work related stress**
(Current risk score: RED 16, new risk (see Appendix 1a for full details))
- **ENV-NE-WH 004: Budget pressures**
(Current risk score: AMBER 12, increasing)
- **ENV-NE-WH 006: Adverse impacts of extreme weather and climate change**
(Current risk score: AMBER 12, constant)
- **ENV-NE-WH 003: Risk to health and safety**
(Current risk score: AMBER 8, constant)
- **ENV-NE-WH 009: Impacts of anti-social behaviour on staff and sites**
(Current risk score: AMBER 8, constant)
- **ENV-NE-WH 014: Tree event or failure**
(Current risk score: AMBER 8, constant)
- **ENV-NE-WH 005: Negative impacts of pests and diseases**
(Current risk score: AMBER 6, constant)
- **ENV-NE-WH 010: Negative impacts of development and encroachment**
(Current risk score: GREEN 4, constant)

Corporate and Strategic Implications

16. 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.
17. The risk management processes in place in the Environment Department support the delivery of the Corporate Plan, our Departmental high-level Business Plan, charity business plans, the Natural Environment Division's core strategies and relevant Corporate Strategies, including, but not limited to, the Climate Action; Cultural; Sport; and Volunteering Strategies.
18. 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

19. 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 – West Ham Park Summary Risk Register
- Appendix 1a – West Ham Park Detailed Risk (by exception)
- Appendix 2 – City of London Corporation Risk Matrix

Contact

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