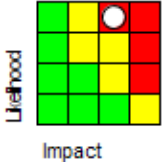
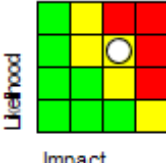


Highgate Wood and Queen's Park Detailed Risk (reported by exception)

23 June 2025

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE- HWQP 007 Decline in condition of assets	<p>Cause: Inadequate proactive and reactive maintenance related to insufficient budget for maintenance, repairs and Cyclical Works Programme, and limited capital works programme. Delays in works being carried out once faults are reported. Lack of staff resources at Highgate Wood and Queen's Park. Lack of clarity (cross-departmentally) around roles and responsibilities for facilities maintenance.</p> <p>Event: Operational and public buildings further decline, becoming unusable and/or unsafe.</p> <p>Effect: Serious injury to a member of the public or member of staff. Service capability disrupted/operational impact. Continuation of decline in condition of assets. Ineffective use of staff resources. Damage to corporate reputation. Increased costs for reactive maintenance. Overrun of additional works programme.</p>		16	<p>Chief Officers in occupation are typically accountable for asset condition within their functional area. They are responsible for commissioning required work, and ensuring an appropriate funding route is identified. This action is often delivered upon the professional advice of the City Surveyor's Department (CSD). Once a work package is commissioned, it is the responsibility of CSD to deliver those works as agreed and funded within the given cost/timeline/specifications.</p> <p>Documents outlining responsibilities by asset and task are under review, in particular the Division of Responsibilities between CSD and the Environment Department, and the Corporate Controller of Premises Policy.</p> <p>The Assistant Director Charity Development is taking forward recommendations for changes to ways of working with CSD and other corporate departments. In particular, Service Level Agreements.</p> <p>The Natural Environment Charity Review is considering alternative</p>		12	31-Dec-2025	

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24-Feb-2022 Bill LoSasso				<p>funding options to enable charities to have greater influence over management and investment in their assets.</p> <p>Surveys of condition of high priority lodges have been undertaken and have informed further agreements and working with CSD to maximise investment in neglected assets, particularly housing in need of improvement and buildings that have income generation potential.</p> <p>Work is underway with CSD and other corporate departments to assess, allocate and prioritise backlog funding to areas of most need.</p> <p>Toilet refurbishment works have been completed at Queen's Park and investigatory works are underway to address issues with the toilets by the cafe.</p> <p>23 Jun 2025</p>					Reduce	
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Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-HWQP 007b Liaison with City Surveyor's Department	Hold regular Client Liaison meetings with City Surveyor's Department to discuss issues and raise concerns about Building Repairs and Maintenance and Projects.	<p>The Assistant Property Facilities Manager (APFM) is in regular contact with Natural Environment Division stakeholders. Officers are continuing to work with CSD to resolve service delivery issues.</p> <p>We are establishing regular project prioritisation meetings with the CWP (Cyclical Works Programme) Team for project oversight.</p> <p>This is an ongoing action and is kept under review.</p>	Bill LoSasso; Jonathan Meares; Charlotte Williams	23-Jun-2025	30-Sep-2025

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ENV-NE-HWQP 007e Annual building inspections	Annual inspections of all buildings, including residential, carried out jointly by local teams and City Surveyor's Department to capture maintenance needs.	Annual inspections of built assets were undertaken in conjunction with the City Surveyor's Department (CSD) and are now contingent upon there being sufficient capacity and resource. There is currently insufficient resource within the local team to complete all inspections but officers continue to liaise with colleagues in CSD to progress this. This is an ongoing action and is kept under review.	Bill LoSasso; Jonathan Meares; Charlotte Williams	23-Jun-2025	30-Sep-2025
ENV-NE-HWQP 007f Asset review	Asset management review.	The NECR has concluded its review of land assets and therefore, the built assets associated with them. This is being reported to Charity Management Committees in Summer 2025. Hampstead Heath, Highgate Wood & Queen's Park Committee will receive the report in July 2025.	Bill LoSasso; Jonathan Meares; Charlotte Williams	23-Jun-2025	31-Jul-2025
ENV-NE-HWQP 007h Delivery of works	City Surveyor's Department to deliver works as agreed and funded either by CWP funds and/or directly by the Environment Department.	The CSD's Operations Group delivers work packages as agreed with the Environment Department, within agreed allocated funds, timelines and specifications. This is delivered either via the Cyclical Works Programme (CWP), capital and/or local risk budget. Regular liaison meetings are held between Environment and CSD to manage the delivery programme, and to ensure any risks / issues / conflicts / etc are escalated and understood by all parties.	Peter Collinson, CSD	23-Jun-2025	31-Dec-2025