

City of London Corporation Committee Report

Committee: Epping Forest and Commons Committee	Dated: 17/07/2025
Subject: Burnham Beeches and The Commons Risk Management	Public report: For Information
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 provides an overview of the risk management processes in place, including risk governance and the format and frequency of reporting, for the four registered charities your Committee is responsible for: 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).

The report provides Members with assurance that these processes align with the Corporate Risk Management Framework and meet the requirements of the Charities Act 2011. A summary of the current risk register for each charity is also included within the report and at Appendices 1-4.

Recommendation

Members are asked to:

- Note the report.

Main Report

Background

Corporate Risk Management Framework

1. The City of London's Risk Management Framework covers the elements involved in identifying, analysing and mitigating risks across the organisation. It 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. It covers risk application, roles and responsibilities; the risk management process; risk management governance and reporting.
3. The Risk Management Strategy 2024-2029 sets the strategic direction for corporate risk management and outlines the activities that will be undertaken to achieve our four strategic objectives. The Strategy supports and aligns with organisational ambitions including our Corporate Plan 2024-2029.
4. To support delivery of the Risk Management Strategy 2024-2029, a Corporate Risk Appetite Statement has recently been approved by Court of Common Council. This Statement details the City Corporation's approach to taking risk across nine themes and will be used to aid strategic decision making. Initially, this will be applied to Corporate-level risks only, but will, in time, be rolled out to risks at all levels, including charity risks. Further details will be reported to your Committee as they become available.

Risk governance and reporting

5. Chief Officers are accountable for their department's risks and the handling of these, including what is put onto their risk registers. They may delegate responsibility for the oversight and management of this to officers within their area.
6. Members monitor and oversee the City Corporation's Risk Management Strategy and arrangements. They play an essential role in scrutinising risk management and its effectiveness. This is distinct from operational decision-making on risks/officer actions to identify and manage risk but works in tandem with this to ensure sound and appropriate risk management.
7. The City of London's Risk Management Framework requires each Chief Officer to report regularly to Committees on the risks faced by their department. This enables Members to fulfil their risk management oversight and scrutiny functions.

Natural Environment charities

8. The Corporate Risk Management Policy and process is applied throughout the Environment Department, including the Natural Environment Division where it is adapted as appropriate to also ensure compliance with the requirements of the Charities Act 2011.
9. 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.
10. Risks are regularly reviewed by the relevant Assistant Director or Head Ranger and their management team, 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 5.
11. New and emerging risks are identified through several channels, including:
 - Directly by management teams as part of the regular review process.
 - In response to suggestions made by the Charity Management Committee.
 - In response to ongoing review of progress made against Business Plan objectives and performance measures.
 - In response to emerging events and changing circumstances which have the potential to impact on the delivery of charity objects.
12. 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. These risks are to be reviewed annually.
13. Your Committee, on behalf of the City Corporation as Trustee, reviews risks faced by the Commons charities 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.
14. A separate risk register is held for each charity to enable effective site-specific management and assessment. Detailed risk registers are presented, for decision, every six months. The two interim quarterly reports present summary risk registers for information, with individual risks being reported in detail by exception.

Current Position

15. The Executive Director Environment assures your Committee that all risks held by the four Commons charities continue to be managed in compliance with the Corporate Risk Management Framework and the Charities Act 2011.
16. A summary of the current risk register of each charity is provided below, and at Appendices 1-4. Risks are listed with their current score and direction of travel over the past year.

A. Ashted Common (see also Appendix 1)

- **ENV-NE-AC 005: Negative impacts of pests and diseases**
Current risk score: AMBER 12, decreasing
- **ENV-NE-AC 004: Negative impacts of development and encroachment**
Current risk score: AMBER 8, constant
- **ENV-NE-AC 006: Adverse impacts of extreme weather and climate change**
Current risk score: AMBER 6, constant
- **ENV-NE-AC 008: Water pollution**
Current risk score: AMBER 6, constant
- **ENV-NE-AC 009: Decline in condition of assets**
Current risk score: AMBER 6, decreasing
- **ENV-NE-AC 001: Budget pressures**
Current risk score: GREEN 4, constant

B. Burnham Beeches and Stoke Common (see also Appendix 2)

- **ENV-NE-BBSC 002: Negative impacts of visitor pressure**
Current risk score: RED 16, constant
- **ENV-NE-BBSC 004: Negative impacts of development and encroachment**
Current risk score: AMBER 12, constant
- **ENV-NE-BBSC 005: Negative impacts of pests and diseases**
Current risk score: AMBER 12, decreasing
- **ENV-NE-BBSC 006: Adverse impacts of extreme weather and climate change**
Current risk score: AMBER 12, constant
- **ENV-NE-BBSC 009: Decline in condition of assets**
Current risk score: AMBER 12, decreasing
- **ENV-NE-BBSC 008: Pollution**
Current risk score: AMBER 8, constant

C. Coulsdon and Other Commons *(see also Appendix 3)*

- **ENV-NE-COC 009: Decline in condition of assets**
Current risk score: RED 16, constant
- **ENV-NE-COC 002: Negative impacts of visitor pressure**
Current risk score: AMBER 12, constant
- **ENV-NE-COC 004: Negative impacts of development and encroachment**
Current risk score: AMBER 8, constant
- **ENV-NE-COC 005: Negative impacts of pests and diseases**
Current risk score: AMBER 8, constant
- **ENV-NE-COC 008: Pollution**
Current risk score: AMBER 8, constant
- **ENV-NE-COC 001: Budget pressures**
Current risk score: AMBER 6, constant
- **ENV-NE-COC 006: Adverse impacts of extreme weather and climate change**
Current risk score: AMBER 6, constant

D. West Wickham and Spring Park *(see also Appendix 4)*

- **ENV-NE-WWSP 009: Decline in condition of assets**
Current risk score: RED 16, constant
- **ENV-NE-WWSP 002: Negative impacts of visitor pressure**
Current risk score: AMBER 12, constant
- **ENV-NE-WWSP 004: Negative impacts of development and encroachment**
Current risk score: AMBER 8, constant
- **ENV-NE-WWSP 005: Negative impacts of pests and diseases**
Current risk score: AMBER 8, constant
- **ENV-NE-WWSP 001: Budget pressures**
Current risk score: AMBER 6, constant
- **ENV-NE-WWSP 006: Adverse impacts of extreme weather and climate change**
Current risk score: AMBER 6, constant

Corporate and Strategic Implications

17. 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.
18. The risk management processes in place in the Environment Department comply with the Corporate Risk Management Framework and, in the case of the natural environment charities, with the requirements of the Charities Act 2011.
19. The processes also support the delivery of the Corporate Plan, our Departmental high-level Business Plan, charity business plans and relevant Corporate Strategies, including, but not limited to, the Climate Action; Cultural; Sport and Physical Activity; and Volunteering Strategies.
20. Risks which could have a serious impact on the achievement of charity objects, business and strategic objectives are proactively identified, assessed and managed 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 – Ashted Common Summary Risk Register
- Appendix 2 – Burnham Beeches and Stoke Common Summary Risk Register
- Appendix 3 – Coulsdon and Other Commons Summary Risk Register
- Appendix 4 – West Wickham and Spring Park Summary Risk Register
- Appendix 5 – City of London Corporation Risk Matrix

Contact

Joanne Hill, Business Planning and Compliance Manager, Environment Department

T: 020 7332 1301

E: Joanne.Hill@cityoflondon.gov.uk