

# City of London Corporation Committee Report

<b>Committee:</b> Epping Forest and Commons Committee	<b>Dated:</b> 26/1/2026
<b>Subject:</b> Burnham Beeches and The Commons Risk Management Update Report	<b>Public report:</b> For Information
<b>This proposal:</b> <ul style="list-style-type: none"> <li>• delivers Corporate Plan 2024-29 outcomes</li> <li>• provides business enabling functions</li> </ul>	<b>Corporate Plan Outcomes:</b> Diverse engaged communities; Vibrant thriving destination; Providing excellent services; Flourishing public spaces; Leading sustainable environment <b>Business enabling functions:</b> Risk Management
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	N/A
<b>Report of:</b>	Katie Stewart, Executive Director Environment
<b>Report author:</b>	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: 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).

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 included within the report and at Appendix 1.

## Recommendation

Members are asked to note:

- This report and the summaries of the risk registers of the four Commons charities provided within the report and at Appendix 1.
- The assurance of the Executive Director 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.

## Main Report

### Background

#### Corporate Risk Management Framework

1. The City of London's Risk Management Framework incorporates the organisation's 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.
4. To support delivery of the Risk Management Strategy 2024-2029, a Corporate Risk Appetite Statement was recently 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 is being 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.
5. 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.

#### Risk governance and reporting

6. 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.
7. 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.
8. The City of London's Risk Management Framework requires each Chief Officer to report regularly to Committees on the risks faced by their department.

9. 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.
10. 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**

11. 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.

#### **A. Ashtead Common Risks**

12. The Ashtead Common Risk Register contains six risks (four AMBER and two GREEN) owned and managed by the Head Ranger and his management team. Since the last report to your Committee, all risks have been reviewed and updated as necessary; two of the risk scores have reduced, as explained below.
13. All risks are managed effectively by officers as part of day-to-day operations. Risk owners monitor each risk, remaining aware of any changes or factors that could affect it, either positively or negatively, and identify any new opportunities to better control each one.
14. Two of the Amber risks are being managed with the aim of reducing the likelihood and/or impact ratings, and officers are undertaking appropriate actions to achieve this. Full details of mitigating actions are presented to your Committee every six months in detailed risk management update reports.
  - **ENV-NE-AC 005: Negative impacts of pests and diseases**  
*Current risk score: Amber 12, (Possible/Major)*
  - **ENV-NE-AC 008: Water pollution**  
*Current risk score: Amber 6, (Possible/Serious)*
15. The remaining four risks, listed below, are 'accepted' with actions in place to maintain them at their current score. These risks have been reduced to the lowest level possible at present, but officers remain aware of changes and opportunities which could enable a further reduction.
  - **ENV-NE-AC 004: Negative impacts of development and encroachment**  
*Current risk score: Amber 8 (Likely/Serious)*
  - **ENV-NE-AC 006: Adverse impacts of extreme weather and climate change**  
*Current risk score: Amber 6 (Possible/Serious)*

- **ENV-NE-AC 009: Decline in condition of assets**

*Current risk score: Green 3 (Possible Minor)*

This risk has recently been reduced from a score of Amber 6 (Possible/Serious) following the resolution of some long-standing issues.

- **ENV-NE-AC 001: Budget pressures**

*Current risk score: Green 2 (Unlikely/Minor)*

This risk has recently been reduced from a score of Green 4 (Likely/Minor) as additional Countryside Stewardship funding has now been secured up to 2031.

## **B. Burnham Beeches and Stoke Common**

16. The Burnham Beeches and Stoke Common Risk Register contains six AMBER risks, owned and managed by the Head Ranger and his management team. Since the last report to your Committee, all risks have been reviewed and updated as necessary; one of the risk scores has decreased, as explained below.

17. All risks are managed effectively by officers as part of day-to-day operations. Risk owners monitor each risk, remaining aware of any changes or factors that could affect it, either positively or negatively, and identify any new opportunities to better control each one.

18. Four of the risks, listed below, are being managed with the aim of reducing the likelihood and/or impact ratings, and officers are undertaking appropriate actions to achieve this. Full details of mitigating actions are presented to your Committee every six months in detailed risk management update reports.

- **ENV-NE-BBSC 002: Negative impacts of visitor pressure**

*Current risk score: Amber 12 (Possible/Major)*

The score of this risk has recently been reduced from Red 16 (Likely/Major).

The first stages of a Monitoring Strategy were implemented to monitor the impact of visitors and mitigation efforts. This has led to the development of a framework for sustainable visitor use which is now being dealt with as 'business as usual'. The risk will remain and will need to be managed over the long-term in order to reduce it further.

- **ENV-NE-BBSC 004: Negative impacts of development and encroachment**

*Current risk score: Amber 12 (Possible/Major)*

- **ENV-NE-BBSC 005: Negative impacts of pests and diseases**

*Current risk score: Amber 12 (Possible/Major)*

- **ENV-NE-BBSC 009: Decline in condition of assets**

*Current risk score: Amber 12 (Possible/Major)*

19. The two remaining risks are 'accepted' with actions in place to maintain them at their current score. These risks have been reduced to the lowest level possible at present, but officers remain aware of changes and opportunities which could enable a further reduction.

- **ENV-NE-BBSC 006: Adverse impacts of extreme weather and climate change**  
*Current risk score: Amber 12 (Possible/Major)*
- **ENV-NE-BBSC 008: Pollution of watercourses**  
*Current risk score: Amber 8 (Likely/Serious)*

### **C. Coulsdon and Other Commons**

20. The Coulsdon and Other Commons Risk Register contains eight AMBER risks, owned and managed by the Head Ranger and his management team. Since the last report to your Committee, all risks have been reviewed and updated as necessary; none of the risk scores have changed.
21. All risks are managed effectively by officers as part of day-to-day operations. Risk owners monitor each risk, remaining aware of any changes or factors that could affect it, either positively or negatively, and identify any new opportunities to better control each one.
22. Three risks are being managed with the aim of reducing the likelihood and/or impact ratings, and officers are undertaking appropriate actions to achieve this. Full details of mitigating actions are presented to your Committee every six months in detailed risk management update reports.
  - **ENV-NE-COC 009: Decline in condition of assets**  
*Current risk score: Amber 8 (Unlikely/Major)*
  - **ENV-NE-COC 008: Pollution**  
*Current risk score: Amber 8 (Likely/Serious)*
  - **ENV-NE-COV 010: Tree event or failure**  
*Current risk score: Amber 8 (Likely/Serious)*
23. The remaining five risks, listed below, are 'accepted' with actions in place to maintain them at their current score. These risks have been reduced to the lowest level possible at present, but officers remain aware of changes and opportunities which could enable a further reduction.
  - **ENV-NE-COC 002: Negative impacts of visitor pressure**  
*Current risk score: Amber 12 (Possible/Major)*
  - **ENV-NE-COC 004: Negative impacts of development and encroachment**  
*Current risk score: Amber 8 (Likely/Serious)*
  - **ENV-NE-COC 005: Negative impacts of pests and diseases**  
*Current risk score: Amber 8 (Likely/Serious)*
  - **ENV-NE-COC 001: Budget pressures**  
*Current risk score: Amber 6 (Possible/Serious)*
  - **ENV-NE-COC 006: Adverse impacts of extreme weather and climate change**  
*Current risk score: Amber 6 (Possible/Serious)*

## D. West Wickham and Spring Park

24. The West Wickham and Spring Park Risk Register contains seven AMBER risks, owned and managed by the Head Ranger and his management team. Since the last report to your Committee, all risks have been reviewed and updated as necessary; none of the risk scores have changed.
25. All risks are managed effectively by officers as part of day-to-day operations. Risk owners monitor each risk, remaining aware of any changes or factors that could affect it, either positively or negatively, and identify any new opportunities to better control each one.
26. Two of the risks are being managed with the aim of reducing the likelihood and/or impact ratings, and officers are undertaking appropriate actions to achieve this. Full details of mitigating actions are presented to your Committee every six months in detailed risk management update reports.
  - **ENV-NE- WWSP 010: Tree event or failure**  
*Current risk score: Amber 8 (Likely/Serious)*
  - **ENV-NE-WWSP 009: Decline in condition of assets**  
*Current risk score: Amber 8 (Unlikely/Major)*
27. The remaining five risks, listed below, are 'accepted' with actions in place to maintain them at their current score. These risks have been reduced to the lowest level possible at present, but officers remain aware of changes and opportunities which could enable a further reduction.
  - **ENV-NE-WWSP 002: Negative impacts of visitor pressure**  
*Current risk score: Amber 12 (Possible/Major)*
  - **ENV-NE-WWSP 004: Negative impacts of development and encroachment**  
*Current risk score: Amber 8 (Likely/Serious)*
  - **ENV-NE-WWSP 005: Negative impacts of pests and diseases**  
*Current risk score: Amber 8 (Likely/Serious)*
  - **ENV-NE-WWSP 001: Budget pressures**  
*Current risk score: Amber 6 (Possible/Serious)*
  - **ENV-NE-WWSP 006: Adverse impacts of extreme weather and climate change**  
*Current risk score: Amber 6 (Possible/Serious)*

## Corporate and Strategic Implications

28. 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.
29. 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.

30. 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.
31. 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**

32. 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 – Summary Risk Registers and the 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](mailto:Joanne.Hill@cityoflondon.gov.uk)