

<b>Committee(s)</b>	<b>Dated:</b>
Hampstead Heath, Highgate Wood and Queen's Park Committee – For Decision	21/09/2015
Hampstead Heath Consultative Committee – For Information	09/11/2015
Queen's Park Joint Consultative Group – For Information	18/11/2015
Highgate Wood Joint Consultative Committee – For Information	18/11/2015
<b>Subject:</b> North London Open Spaces – Risk Register	<b>Public</b>
<b>Report of:</b> Superintendent of Hampstead Heath	<b>For Information</b>

### **Summary**

The North London Open Spaces (NLOS) Division is formed of four locations; Hampstead Heath, including Golders Hill Park, Highgate Wood and Queen's Park and two separate charities. These charities are;

1. Hampstead Heath (Charity Number 803392)
2. Highgate Wood and Queen's Park (Charity Number 232986)

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.

This report sets out the collective risk register for the aforementioned charities using corporate risk register guidance so that they meet the requirements of the Charities Commission whilst sitting appropriately within the Open Spaces departmental risk management hierarchy.

### **Recommendation(s)**

Members are asked to:

- The members of Hampstead Heath, Highgate Wood and Queen's Park Committee are asked to approve the NLOS Risk Register as outlined in this report and attached at Appendix 2.

## **Main Report**

### **Background**

1. The Charity Commission requires Trustees 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.
2. The Open Spaces Department manages risk through the use of departmental and divisional risk registers, the departmental Health and Safety Improvement Group and generic and dynamic risk assessments.
3. The department is currently seeking to ensure that risks are formally managed across every division. Some divisions have already produced Risk Registers, some, such as NLOS, have not.
4. Risks are escalated to the departmental risk register where they are considered to have a significant impact across several divisions.

### **Current Position**

5. A Risk Register which covers the two charities across the Division is required.
6. The Superintendent and NLOS Management Team have used the corporate risk management guidance to develop the Risk Register for the division. Attached at Appendix 1 is a guide to the 4 point scale risk matrix system.
7. The Hampstead Heath Ponds Project is a corporate risk (CR11 City of London Hampstead Heath Ponds – overtopping leading to dam failure) and is shown at Appendix 3

### **Proposals**

8. That the NLOS Risk Register forms part of the departmental risk management strategy.
9. That the Risk Register forms part of the division's annual reports to Charity Commission and is reviewed annually.

### **Corporate & Strategic Implications**

10. The Divisional Risk Register reflects the Open Spaces department's four objectives as set out in its latest business plan;
  - a) Protect and conserve the ecology, biodiversity and heritage of our sites.

- b) Embed financial stability across our activities by delivering identified programmes and projects.
- c) Enrich the lives of Londoners by providing a high quality and engaging learning and volunteering offer.
- d) Improving the health and wellbeing of our communities through access to green space and recreation.

11. The use of the Divisional Risk Register, as part of a suite of similar documents that inform the collective 'departmental risk', supports the City of London's **Strategic Aim 3** i.e. *provide valued services to London and the nation* and **Key Policy 3** i.e. *engage with London and national government on key issues of concern to our communities such as transport, housing and public health*.

## Conclusion

12. The need to systematically manage risk across the NLOS Division is addressed by the production of this Risk Register as too are the requirements of the Charity Commission.
13. This document in turn will inform the collective risk across the Department's business activities. This document forms part of the assessment of risk within the Open Spaces Department.

## Appendices

- Appendix 1 – City of London Risk Matrix 4 Point Scale
- Appendix 2 – North London Open Spaces Risk Register
- Appendix 3 – City of London Hampstead Heath Ponds – overtopping leading to dam failure.

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