

Committee:	Date:
Open Spaces and City Garden	12 May 2017
Subject: Open Spaces Department and City Gardens Risk Management	Public
Report of: Director Open Spaces	For Decision
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Summary

This report provides the Open Spaces and City Gardens Committee with an update on the management of risks faced by the Open Spaces Department. Risk is reviewed regularly by the Department's Senior Leadership Team as part of the ongoing management of the operations of the Department.

The department has previously reported on six departmental risks. The departmental risk register was reviewed when the department was expanded to include Tower Bridge, Monument and Keats House but it was felt that the risks associated with these sites did not need to be escalated to the departmental level.

There are eight risks for City Gardens and West Ham Park (Parks and Gardens). Members attention is drawn to the West Ham Park & City Gardens Risk Register at Appendix 3e.

Departmental risks:

OSD 001 - Ensuring the health and safety of staff, volunteers, contractors and public
OSD 002 - Extreme weather
OSD 004 - Poor repair and maintenance of buildings
OSD 005 - Animal, plant and tree diseases
OSD 006 - Impact of housing and/or transport development
OSD 007 – Maintaining the City's water bodies

Recommendation

Members of the Open Spaces and City Gardens Committee are asked to:

- Note the risk scoring grid at Appendix 1
- Approve the Departmental risk register outlined in this report and at Appendix. 2
- Note the content of the full divisional risk register at Appendix 3
- Approve the West Ham Park & City Gardens risk register included within Appendix 3e subject to the concurrence of the West Ham Park Committee

Main Report

Background

1. The Open Spaces Department's risk registers conform to the City's corporate standards as guided by the Risk Management Strategy 2014, and all of our departmental and divisional risks are registered on the Covalent Risk Management System.
2. The Open Spaces Department manages risk through a number of processes including: Departmental and Divisional risk registers, the departmental health and safety improvement group, divisional health and safety groups and risk assessments. Departmental risks are reviewed by the Department's Senior Leadership Team (SLT) on a regular basis.
3. 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. Each Open Spaces Committee is presented with relevant risk registers to fulfil this requirement. Although the Charity Commission requires an annual consideration of risks as a minimum, the City's internal policies recommend a quarterly consideration. The Open Spaces Department presents full risk registers to committee twice a year and provides interim updates as part of the Business Plan progress report.

Current Position

4. Appendix 2 shows the Departmental risks". Officers are undertaking a range of actions at a divisional level and these actions will reduce the 'current departmental risk score' to achieve the 'target score'. As previously, the Departmental risk register layout, provides cross references to the divisional risks. Appendix 3 then provides the detail of the divisional risks, the actions which are being taken to reduce (or maintain) the risk and a latest note on progress, at a divisional level.
5. The Epping Forest & Commons, Hampstead Heath, Highgate Woods & Queen's Park, Port Health & Environmental Services and Culture, Heritage & Libraries Committees will receive the relevant divisional risk registers.

City Gardens and West Ham Park Risk Management

6. There are eight risks identified across City Gardens and West Ham Park (Parks and Gardens), all of which are amber. Five of the Parks and Gardens risks cross reference to the departmental risks. The divisional only risks are:
 - Public Behaviour (OSD P&G 006)
 - Finance – SBR Roadmaps (OS P&G 003)
 - Major Incident resulting in prolonged 'access denial' (OSD P&G 008)
7. The detail of the individual risks is shown in Appendix 3e. There are eight amber risks.

Tower Bridge, Monument and Keats House

8. The risk registers for Tower Bridge and the Monument have been moved to sit within the Open Spaces Department Risk Register. Relevant risks have been cross referenced to the Departmental Risks, so TMB 006 Facilities Management Maintenance Response Times is referenced with OSD 004 Poor Repair & Maintenance of Buildings. The Tower Bridge & Monument Risk Register will be reported to the Culture, Heritage & Libraries Committee.

9. The Hampstead Heath, Highgate Wood, Queen's Park and Keats House division are currently working to ensure that any additional risks relevant to Keats House, not already covered by existing risks, will be added to the divisional risk register.

Corporate & Strategic Implications

10. The divisional risk register reflects the Open Spaces Department's five objectives as set out in the departmental 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 experiences by providing a high quality and engaging visitor, educational and volunteering offer
 - d) Improving the health and wellbeing of our communities through access to green space and recreation
 - e) Improve service efficiencies, equalities and workforce satisfaction
11. The use of the divisional risk register, as part of a suite of similar documents that inform the collective departmental risk. This support the departmental Business Plan which delivers aspects of the City of London's corporate plan.

Conclusion

12. The need to systematically manage risk across the Department and at a divisional level for City Gardens and West Ham Park is addressed by the production of this risk register, as too are the requirements of the Charity Commission. This document in turn will inform the collective risk across the department's business activities.

Appendices

- Appendix 1 – Risk Scoring grid
- Appendix 2 – Departmental Risk register
- Appendix 3 – Divisional Risk Registers:
 - a) Cemetery & Crematorium;
 - b) Epping Forest;
 - c) Hampstead Heath, Highgate Wood, Queen's Park and Keats House
 - d) The Commons;
 - e) West Ham Park & City Gardens

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