

Committee:	Date:
Port Health & Environmental Services	9 May 2017
Subject: Cemetery & Crematorium Risk Management	Public
Report of: Director of Open Spaces	For Decision
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Summary

This report provides your Committee with an update on the management of risks faced by the Cemetery & Crematorium. Risk is reviewed regularly by the Department's Senior Leadership Team as part of the ongoing management of the operations of the Department.

The Open Spaces 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.

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 are asked to:

- Note the risk scoring grid at Appendix 1
- Note the Departmental risk register outlined in this report and at Appendix 2
- Approve the Cemetery & Crematorium risk register included within Appendix 3.

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.

Current Position

3. 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 provides the detail of the Cemetery & Crematorium divisional risks, the actions which are being taken to reduce (or maintain) the risk and a latest note on progress, at a divisional level.
4. The Superintendent is currently managing 5 amber risks. As previously agreed, green risks are managed at service level and are not reported to your Committee.
5. The detail of the individual risks is shown in Appendix 3.

Corporate & Strategic Implications

6. The divisional risk register reflects the Open Spaces Department's five objectives as set out in the departmental business plan:
 - Protect and conserve the ecology, biodiversity and heritage of our sites
 - Embed financial stability across our activities by delivering identified programmes and projects
 - Enrich experiences by providing a high quality and engaging visitor, educational and volunteering offer
 - Improving the health and wellbeing of our communities through access to green space and recreation
 - Improve service efficiencies, equalities and workforce satisfaction
7. 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

8. The need to systematically manage risk across the Department and at a divisional level for Cemetery & Crematorium 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 – Cemetery & Crematorium risk register

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