

APPENDIX 3

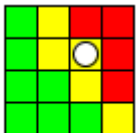
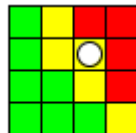
Charity Risk Register for Charities Administered ICW CLFS

Report Author: James Hewett

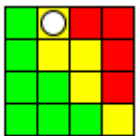
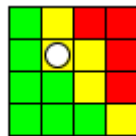
Generated on: 30 April 2021



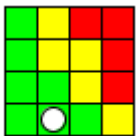
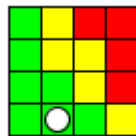
Rows are sorted by Risk Score

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
CHAR SC CLFS ICW 01 Risk of decline in the capital value of the investment and the investment income that is received annually 12-Apr-2021 Chamberlain	Cause: Economic conditions worsen Event: Reduction in Charities Pool income Effect: Greater reliance on the school to be able to obtain income from other sources		12	No change to current risk score For the year ended 31 March 2020 Charities Pool income was £7,337 (31 March 2019: £6,845) As a % of total income for 31 March 2020 = 50.4% (31 March 2019 = 48.7%) 21 Apr 2021		12	31-Mar-2022	

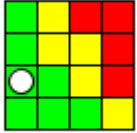
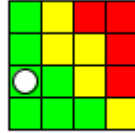
Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CHAR SC CLFS ICW 01a Professional Fund Management	To maintain the existing arrangements for the fund to be professionally managed.	Continue with existing controls.	Kate Limna	21-Apr-2021	31-Mar-2022
CHAR SC CLFS ICW 01b Fund performance review	To ensure that the fund manager's performance is monitored by the Chamberlain.	Continue with existing controls – Report was presented to FIB last year on 13 July and will be presented this year on the 30 June.	Kate Limna	21-Apr-2021	31-Mar-2022

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
CHAR SC CLFS ICW 02 Insufficient beneficiaries that meet the objects of the trust 12-Apr-2021 Headmaster of CLFS	Cause: A potential lack of publicity; objects of the trust are not appropriate. Event: Fewer bursary students attending CLFS Impact: Reputational damage for having fewer bursary pupils than intended/expected	 Likelihood	8	No change to current risk score. 21 Apr 2021	 Likelihood	6	31-Mar-2022	

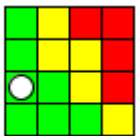
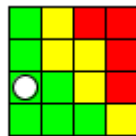
Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
CHAR SC CLFS ICW 02a Advertising	To advertise, actively looking for beneficiaries (Where possible investigate appropriateness of widening purpose of Trust to increase pool of potential donors).	Further development of the School's Outreach function and additional planned activities to promote Partnership working and related opportunities.			Headmaster of CLFS; Joanne Moore	21-Apr-2021	31-Mar-2022

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CHAR SC CLFS ICW 03 Charity lacks direction, strategy and forward planning 12-Apr-2021 Headmaster of CLFS	Cause: Charity hasn't reviewed and updated their strategic plan, and long term direction. Event: Objects of the charity are not met. Effect: Reputational; fewer bursary students attending CLFS.	 Likelihood Impact	2	No change to current risk score. 12 Apr 2021	 Likelihood Impact	2	31-Mar-2022	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CHAR SC CLFS ICW 03a Strategic Plan	Regular review of the strategic plan which sets out the key aims, objectives and policies, financial plans and budgets.	Continue with existing controls. Currently a review of the charities is being undertaken, and we will report on this in due course.	Headmaster of CLFS; Joanne Moore	21-Apr-2021	31-Mar-2022
CHAR SC CLFS ICW 03b Financial monitoring	Monitoring of financial and operational performance.	A report was presented to committee on 10 June 2020 that considers the cash available in the charity, with the next report to be presented in June 2021.	Headmaster of CLFS; Joanne Moore	21-Apr-2021	31-Mar-2022

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CHAR SC CLFS ICW 04 Applicants do not disclose full details 12-Apr-2021 Headmaster of CLFS	Cause: The application process is not as thorough as it should be Event: Not enough information is provided to ensure the correct decision is reached Effect: Bursaries may be awarded to students inappropriately.	 Likelihood	2	No change to current risk score. 21 Apr 2021	 Likelihood	2	31-Mar-2022	

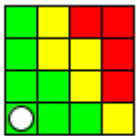
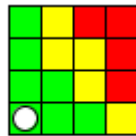
Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
CHAR SC CLFS ICW 04a Due diligence	To ensure that effective due diligence is undertaken for every application for financial assistance	Continue with existing controls			Headmaster of CLFS; Joanne Moore	21-Apr-2021	31-Mar-2022
CHAR SC CLFS ICW 04b Annual Reviews	Annual reviews will occur for bursaries awarded for longer than one year.	Continue with existing controls.			Headmaster of CLFS; Joanne Moore	21-Apr-2021	31-Mar-2022

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
CHAR SC CLFS ICW 05 Losing staff involved with processing bursary applications 12-Apr-2021 Headmaster of CLFS	Cause: Natural employee turnover Event: Staff involved with the bursary process leave the school Effect: Fewer staff will have experience of the process with bursary applications	 Likelihood	2	No change to current risk score. 21 Apr 2021	 Likelihood	2	31-Mar-2022	

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
CHAR SC CLFS ICW 05a Documentation	Ensure that suitable guidance and notes are maintained and reviewed regularly.	Continue with existing controls.			Headmaster of CLFS; Joanne Moore	21-Apr-2021	31-Mar-2022

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Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CHAR SC CLFS ICW 06a Charity Objects	Ensure that Trustees and school officers have the bursary guidelines before them when agreeing bursaries.	Continue with existing controls.	Headmaster of CLFS; Joanne Moore	21-Apr-2021	31-Mar-2022

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
CHAR SC CLFS ICW 07 Conflict of interest 12-Apr-2021 Headmaster of CLFS	Cause: Employees take advantage of their knowledge of applying for a bursary. Event: Employees with knowledge of the bursary process apply for their child to have a bursary. Effect: Reputational damage to the school if it was reported to the media that staff were able to take advantage of the bursary process.	 Likelihood	1	No change to current risk score. 21 Apr 2021	 Likelihood	1	31-Mar-2022	

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
CHAR SC CLFS ICW 07a Protocol	Maintain and review the protocol for disclosure of potential conflict of interest.	Continue with existing controls			Headmaster of CLFS; Joanne Moore	21-Apr-2021	31-Mar-2022

