

The City of London Almshouses charity to be considered by the COMMUNITY AND CHILDREN'S SERVICES COMMITTEE

Risk No.	Risk (Short description)	Risk Owner	Committee	Existing Controls	Current Risk				Planned Actions	Target Risk			Manager Responsible for Risk Register
					Likelihood	Impact	Rating	Direction		Likelihood	Impact	Rating	
1	The income from investments in the Charities Pool may decline	Chamberlain	Housing Management and Almshouses Sub (CCS) Committee	Fund is Managed by a professional Fund Manager. Annual Monitoring of Fund Manager's performance by the Chamberlain/Financial Investment Board	Possible	Major	A	↔	Continue with current course of action	Possible	Minor	G	Mark.Bryans / Kate Linna
2	Investment income from cash balances reduces significantly.	Chamberlain	Housing Management and Almshouses Sub (CCS) Committee	Surplus cash invested with a carefully selected and regularly reviewed range of counterparties and across various time periods to maximise returns	Possible	Minor	G	↔	Continue with current course of action	Possible	Minor	G	Mark.Bryans / Kate Linna
3	Applicants for financial assistance do not disclose full details of their circumstances	Director of Community and Children's Services	Housing Management and Almshouses Sub (CCS) Committee	Applicants are required to complete and sign application form and provide supporting evidence. Officers follow up obvious discrepancies when assessing the application. Checks are carried out by officers regarding changes in personal finances.	Unlikely	Serious	G	↔	Continue to implement existing controls and checks promptly	Unlikely	Minor	G	Jacqueline.Whitmore & Liane.Coopey
4	Insufficient beneficiaries complying with the objects of the Trust	Director of Community and Children's Services	Housing Management and Almshouses Sub (CCS) Committee	Advertising, actively looking for beneficiaries. Widen objects of Trust if still insufficient beneficiaries. Notices are sent to City estates encouraging take up, there is currently a waiting list.	Rare	Minor	G	↔	There is currently a waiting list of potential beneficiaries who have been checked and are eligible. Continue to implement existing controls and checks promptly	Rare	Minor	G	Jacqueline.Whitmore & Elizabeth.Donnelly
5	Threat of serious injury, heavy fines, and bad publicity, if health and safety or other legislation is not complied with.	Director of Community and Children's Services	Housing Management and Almshouses Sub (CCS) Committee	City Corporation employment and other policies. There are regular Risk assessments undertaken by the staff along with regular Walkabouts when a Technical Officer is present along with any residents who care to come along	Possible	Extreme	R	↔	Possible trip hazards on the estate are being addressed through planned works. A survey of all properties is being undertaken to identify potential improvements to make every home safer and prevent risk of falls.	Unlikely	Major	A	Jacque.Campbell
6	Almshouse may become unstable and/or unusable due to insufficient maintenance.	Director of Community and Children's Services	Housing Management and Almshouses Sub (CCS) Committee	An inspection regime is in place to trigger early intervention if components are identified as failing and resources will be targeted to ensure failure sare prevented. There is a five year Plan being worked on currently by Property Services to factor in communal works as well as internal upgrades	Possible	Major	A	↔	A planned maintenance programme is being compiled that will provide long-term preventative maintenance options. There is a repairs and maintenance contractor in place to deal with reactive repairs and we are beginning a programme of monthly visits from a Property Services Manager to post-inspect repairs and identify and order work to remedy any faults.	Possible	Serious	A	John.Todd & Mike.Saunders
7	Insufficient applicants due to deterioration of surrounding area.	Director of Community and Children's Services	Housing Management and Almshouses Sub (CCS) Committee	Engaging with Police and LA to ensure safe environment. The estate staff are in the process of setting up a Neighbourhood Watch along with the Police and a 'No Cold Calling Zone' with LB Lambeth	Possible	Minor	G	↔	Awaiting confirmation/approval from Lambeth for Cold Calling Scheme can be implemented. Improvements to estate lighting are planned to take place this year. However, police have confirmed that there is low crime in the immediate vicinity and our waiting list demonstrates that this is not an area of concern to potential residents.	Unlikely	Minor	G	Jacqueline.Whitmore & Elizabeth.Donnelly
8	Insufficient applicants to fill places.	Director of Community and Children's Services	Housing Management and Almshouses Sub (CCS) Committee	To mitigate this risk we actively search for applicants fulfilling the criteria. The Almshouses are on the Housing Options website and people on the Corporation's waiting list and are eligible are given information regarding the Almshouses. If there is a shortage of applicants an advert is placed in the local newspapers advertising the Almshouses. Applicants are vetted, agreed by the Trustees and then included on a waiting list to ensure that vacancies are filled as soon as possible. At present there are 40 applicants on the waiting list.	Unlikely	Minor	G	↔	The number of applicants to the list means that this is not currently a risk.	Rare	Minor	G	Martin.Hammond & Sandra.Brown
9	The Charity lacks direction, strategy and forward planning	Director of Community and Children's Services	Housing Management and Almshouses Sub (CCS) Committee	A strategic plan which sets out the key aims, objectives and policies, financial plans and budgets. Monitoring of financial and operational performance.	Unlikely	Major	A	↔	continual updating and monitoring of objectives plans and budgets. A review of the Charitable Objects will take place in 2015/16.	Unlikely	Serious	G	Jacqueline.Whitmore & Jacque.Campbell & Elizabeth.Donnelly
10	Conflicts of interest	Director of Community and Children's Services	Housing Management and Almshouses Sub (CCS) Committee	Understanding of trust law. Protocol for disclosure of potential conflict of interest.Recent audit identified sound governance arrangements.	Unlikely	Serious	G	↔	A review of charitable objects will take place in 2015/16.	Unlikely	Serious	G	Jacqueline.Whitmore & Jacque.Campbell & Elizabeth.Donnelly
11	Loss of directly employed staff and/or support staff	Director of Community and Children's Services	Housing Management and Almshouses Sub (CCS) Committee	Documentation of systems, plans and projects. Training programmes. We have an extra member of staff who will be assisting at the Almshouses on a regular basis.	Unlikely	Serious	G	↔	New professional training programme and apprenticeship programme is ensuring good succession planning and an intake of high quality staff.	Rare	Serious	G	Jacque.Campbell