

Committee	Dated:
City Bridge Trust (CBT)	9 th May 2019
Subject: Risk Register for Bridge House Estates (charity number: 1035628)	Public
Report of: Chief Grants Officer & Director of City Bridge Trust (CGO)	For Decision
Report author: Scott Nixon, CBT	

Summary

The report provides this Committee's section of the key risks register for Bridge House Estates (BHE) for review. The Charity Commission's Statement of Recommended Practice (SORP) requires that risks that impact upon a charity are reviewed continuously to ensure that existing risks are reconsidered, any new risks are identified and that appropriate measures are in place to mitigate those risks. This requirement is further emphasised within the Charity Governance Code. BHE is managed by six Committees or Boards, each of which is required to review and monitor risks for the services they oversee e.g. the Planning and Transportation Committee manages risks relating to the five bridges maintained by the charity. Accordingly, a separate risk report has been prepared for each managing Committee or Board.

Four of the risks on the BHE risk register relate to the services overseen by the CBT Committee. These relate to grants not being used for their intended purpose; financial loss through fraud or theft; negative publicity leading to reputational damage; and IT failure – the four risks are detailed at Appendix 2.

Risk two is assessed as amber with a score of 6 (on a risk scale from one to the highest risk score of thirty-two); the remaining three risks are assessed as green with a score of two.

Recommendations

Members are asked to:

- a) review the four risks currently on the register for this Committee and confirm that appropriate control measures are in place; and
- b) confirm that there are no other risks relating to the services overseen by the CBT Committee which should be added to the BHE risk register.

Main Report

Background

1. In accordance with the 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. This requirement is further emphasised within the Charity Governance code, which recommends that effective risk-assessment processes are set up and monitored. This Committee's section of the key risks register for BHE is set out for review.
2. BHE is managed by six Committees or Boards each of which is required to review and monitor risks for the services they oversee e.g. the Planning and Transportation Committee manages risks relating to the five bridges maintained by the charity. Accordingly, a separate risk report has been prepared for each managing Committee or Board.
3. The Charities SORP requires that the register is reviewed continuously to ensure that existing risks are reconsidered and any new risks are identified.

Review of Risks

4. The method of assessing risk reflects the City of London Corporation's (CoLC) standard approach to risk assessment as set out in its Risk Management Strategy approved by the Audit and Risk Management Committee. The CoLC risk matrix, which explains how risks are assessed and scored, is attached at Appendix 1 of this report. Risk scores range from one, being lowest risk, to the highest risk score of thirty-two. These scores are summarised into 3 broad groups, each with increasing risk, and categorised green, amber or red.
5. Each risk in the register has been considered by the responsible officer within the Corporation who is referred to as the 'Risk Owner' in the register.
6. The CBT Committee's element of the BHE risk register is shown at Appendix 2 and contains four risks: the first relating to the grant not being used for its intended purpose; the second to financial loss through fraud or theft ; the third to negative publicity leading to reputational damage: and fourth, major IS failure. Controls are in place to mitigate these risks, including an open, transparent and rigorous grants assessment process and, in relation to IT systems, the main grants system GIFTS now running from an Agilisys data centre which is more resilient than the previous server at Guildhall.
7. It should also be noted that the fourth risk is currently being reviewed. CBT currently uses grant-making software provided by the supplier Blackbaud (called GIFTS Alta). Currently, all data on grantees is housed on the CoLC server. However, CBT is transitioning to an upgraded software package called Gifts Online - and are due to transition post April 2019. The main Blackbaud server is currently based in Amsterdam and their back-up server in Slough. CBT are currently liaising with the supplier Blackbaud to ensure that adequate data protection measures are in place in the event of a 'no deal' Brexit.

8. CoLC no longer have a corporate risk for IT service outage as this was downgraded due to the risk being managed by the individual departmental level risks.
9. Risk two is assessed as amber with a score of 6 (on a risk scale from one to the highest risk score of thirty-two). The remaining three risks are assessed as green with a score of two. The current mitigating actions are considered appropriate at this time.

Conclusion

10. The risks faced by the charity have been reviewed and three of those risks have been identified as relating to the services overseen by the CBT Committee. The four risks are that grants not being used for their intended purpose; financial loss through fraud or theft; major IS systems failure and negative publicity leading to reputational damage. This Committee is requested to confirm that appropriate control measures are in place for these risks and that there are no other risks that should be added to the BHE register in relation to services overseen by the Committee.

Appendices

- Appendix 1 - City of London Corporation Risk Matrix
- Appendix 2 – BHE Risk Register

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