

<b>Committee</b>	<b>Dated:</b>
City Bridge Trust (CBT)	Urgency
<b>Subject:</b> Risk Register for City Bridge Trust	<b>Public</b>
<b>Report of:</b> Chief Grants Officer & Director of City Bridge Trust (CGO)	<b>For Decision</b>
<b>Report author:</b> 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.

Six 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; IT failure; Brexit risk and Staff Capacity – the six risks are detailed at Appendix 2 and have been recently reviewed by the executive team, mindful of the Covid-19 context.

Risks five and six are assessed as amber with a score of 6 (on a risk scale from one to the highest risk score of thirty-two); the remaining four risks are assessed as green with a score of four.

### Recommendations

Members are asked to:

- a) review the six 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 six 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: the fourth, major IT 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 BBGM (Blackbaud Grant-making) is now running from an Agilisys data centre which is more resilient than the previous server at Guildhall. The fifth risk relates to Brexit impact and the sixth to staff capacity and the potential implications a reduction in staff availability may have on the day to day business of CBT.
7. In the last risk register reported to this committee in May 2019, of the four risks identified, one was assessed as amber (grants not being used for their intended purpose) with a score of 6 and the remaining three risks were assessed as green with a score of two. The Brexit impact and Staff capacity risks are new additions

to this years risk register. In the event of a no-deal Brexit, there is a risk that there could be a spike in applications leading to an increased demand on charitable funding from CBT, which would impact on resourcing and available funding. In relation to the staff capacity risk. The spread of Covid-19 has resulted in social distancing and lock-down measures being adopted and therefore all CBT staff members are working from home and are reliant on remote technology. Care responsibilities and potential illness of team members may reduce workforce capacity, and so has been added as a new risk.

8. It should also be noted that all risks have been reviewed in light of the COVID-19 pandemic. Although the transition to a paperless way of working has been implemented and is working well, the health and well being of staff will be monitored closely and any associated risk to the day to day operations of the Trust updated in the resgister accordingly.

## **Conclusion**

9. The risks faced by the charity are being reviewed and six of those risks have been identified as relating to the services overseen by the CBT Committee. The six risks are that grants not being used for their intended purpose; financial loss through fraud or theft; major IS systems failure; negative publicity leading to reputational damage, impact of Brexit and negative impact on staff capacity and resource. 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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