

# TC CBT detailed risk register -All Risks

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Rows are sorted by Risk Score

## Code TC CBT 01

Department Description: Town Clerk's 1

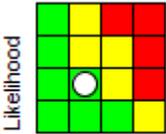
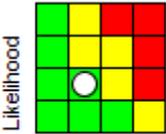
Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<b>TC CBT 01</b> <b>Financial loss through fraud or theft.</b> 07-Aug-2018 David Farnsworth	Cause: Financial and governance controls are not enough to identify fraudulent activity. Event: Funding awarded is not being used in line with the terms and conditions of grant. Impact: Negative reputational impact; grant monies may be unrecoverable which is a loss to the charity. Additional officer resources may be required to investigate and liaise the authorities.	 Likelihood Impact	4	With increased online ways of working with grantees, CBT staff continue to be vigilant in terms of potential fraud. <b>28 Apr 2020</b>	 Likelihood Impact	2	30-Oct-2020	 Increasing

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
TC CBT 01 A	Whilst working virtually during COVID-19, CBT will continue with its existing robust monitoring and evaluation systems. To continue to regularly review grant assessment processes.	Due to COVID-19 physical mystery shopping and compliance visits to grantees have been suspended.  CBT is investigating a fraud-robust digital signature process for grant agreements which verifies the email address of the person returning the paperwork.	David Farnsworth	28-Apr-2020	30-Oct-2020

	<p>To continue to undergo internal and external audit. To update wherever necessary, documentation that goes into the public domain which states that CBT has a zero tolerance to fraud. To continue to undertake detailed financial assessments of any grants deemed to be of a higher risk.</p>				
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## Code TC CBT 02

Department Description: Town Clerk's 1

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	Current Risk score change indicator
<b>TC CBT 02</b> <b>Grant not used for its intended purpose</b>  07-Aug-2018 David Farnsworth	Cause: Grant award not being used in accordance with CBT priorities and in line with the original grant application. Event: Funding not being used for its intended purpose. Impact: Reputational damage to CBT.	 Likelihood Impact	4	Funding managers continue to maintain strong/effective working relationships with grantees which helps to flag early any potential for a grant use to change and encourages grantees to seek permission in advance for change of use.  <b>28 Apr 2020</b>	 Likelihood Impact	4	30-Oct-2020	  Decreasing

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
TC CBT 02 A	To continue to undertake regular learning visits to grantees to identify any issues at an early stage. To continue to meet with the Comms and Media team to update on any potential or emerging issues with grantees.	Learning visits are still taking place virtually.  In response to Covid-19 CBT has adopted a flexible approach to grant variations according to immediate needs of grantees and changes to service delivery.	David Farnsworth	24-Apr-2020	30-Oct-2020

**Code TC CBT 03**

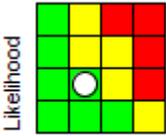
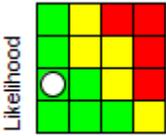
Department Description: Town Clerk's 1

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	Current Risk score change indicator
<b>TC CBT 03</b> <b>Negative publicity and reputational damage</b> 07-Aug-2018 David Farnsworth	Cause: CBT's pause in accepting new grant applications alongside COVID-19 funding arrangements are not understood. Event: CBT receives a high number of queries and applications which creates a delay in assessment. Impact: Negative publicity and reputational damage CBT and its trustee the City of London Corporation.	 Likelihood Impact	4	The current situation in terms of COVID-19 is being monitored and any potential issues discussed at the management team meeting.  <b>28 Apr 2020</b>	 Likelihood Impact	1	31-Aug-2020	 Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
TC CBT 03 A	To continue to communicate clearly with key stakeholders on any variations to service delivery. To continue to monitor and act upon any feedback received from grantees (website/social media/monitoring forms). To continue to monitor and review the number of applications received.	The Trust is a high-profile participant and contributor to the pan-funder London Community Response, reflecting positively on the Corporation's reputation.	David Farnsworth	24-Apr-2020	31-Aug-2020

**Code TC CBT 04**

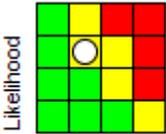
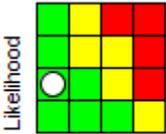
Department Description: Town Clerk's 1

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	Current Risk score change indicator
<b>TC CBT 04 IT failure</b>  07-Aug-2018 David Farnsworth	Cause: Malicious attack, unpredictable event or adverse weather conditions. Event: IT failure at the data centre managing the CBT's CRM data. Impact: Inability to access active or historical grant data. Unable to assess and manage grant applications, causing a backlog.	 Likelihood Impact	<b>4</b>	Covid-19 response – all staff are now operating remotely and virtually. Dependence on IT has increased.  All grant application processes have now been moved online.  <b>28 Apr 2020</b>	 Likelihood Impact	<b>2</b>	30-Oct-2020	  Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
TC CBT 04 A	To continue to meet on a regular basis with the CBT IT Business partner to ensure that all off site data backup sites and storage are suitable. To continue to ensure that any viruses and spam are reported to the IT department and dealt with swiftly.	Covid-19 response – all staff are now operating remotely and virtually. Dependence on IT has increased.	David Farnsworth	24-Apr-2020	31-Aug-2020

## Code TC CBT 05

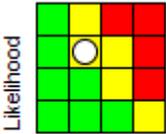
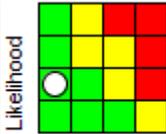
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Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<b>TC CBT 05 Brexit impact</b>  12-Sep-2019	<b>Cause:</b> A no-deal Brexit scenario. <b>Event:</b> There is a spike in applications leading to an increased demand on charitable funding from CBT. <b>Effect:</b> CBT receives a high number of applications which creates a delay in assessment; A high volume of applications may deplete the available grants budget; Negative publicity and reputational damage to CBT and its trustee the City of London Corporation.	 Likelihood	6	Likelihood has been reduced due to the certainty of Brexit taking place. The risk is being closely monitored.  <b>28 Apr 2020</b>	 Likelihood	2	30-Oct-2020	  Decreasing

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
TC CBT 05 A	To undertake a regular review of the funding strategy to ensure that it satisfies the needs of Londoners.	Risk reviewed on 22/11/2019 - see updated assessment.	David Farnsworth	22-Nov-2019	30-Oct-2020
TC CBT 05 B	CBT would focus existing staff resources on the Brexit related priorities; mobilise the consultancy pool to increase staff capacity; increase the rate of grant spend; collaborate through the umbrella body, London Funders, and utilise their pooled funds software platform to maximise the effective and efficient distribution of charitable monies to where there is greatest need, in line with the agreed CBT funding strategy, 'Bridging Divides'.	The servers holding our BBGM data are in EU member states. In the event of no deal Brexit without an agreement on data sharing there may be an interruption to our BBGM services until Blackbaud can physically repatriate UK-client's data to a UK base. As a large commercial firm, we would expect them to prepare satisfactorily for this given the deadline for talks between the UK and the EU, but it is still a risk to our service continuity.	David Farnsworth	28-Apr-2020	30-Oct-2020

**Code TC CBT 06**

Department Description: Town Clerk's 1

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	Current Risk score change indicator
TC CBT 06 Staff capacity 24-Apr-2020	<p><b>Cause:</b> The spread of Covid-19 has resulted in social distancing and lock-down being adopted so that all CBT staff members are working from home and are reliant on remote technology. Care responsibilities and potential illness of team members may also reduce workforce capacity</p> <p><b>Event:</b> An increase in CBT staff sickness due to the virus and a reduction in staff capacity in respect of those with carer responsibilities</p> <p><b>Effect:</b> CBT being unable to effectively respond to crisis, deploy staff and provide services to its grantees. Increased potential for complaints, delays in grant assessment work. Reputational damage to CBT. Increased costs due to a lack of staff to undertake key workstreams and a backlog develops</p>	 <p>Likelihood</p> <p>Impact</p>	6		 <p>Likelihood</p> <p>Impact</p>	2	31-Aug-2020	 Increasing

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
TC CBT 06 A	To increase the pool of consultants and temporary support staff. To continue to progress agreed recruitment.	Activity to be undertaken is regularly reviewed and regular contact with consultants is made to understand their potential capacity	David Farnsworth	24-Apr-2020	31-Aug-2020