

# BHE Risk Register

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## Risk Level Description Departmental

<b>Code</b>	TC CBT 05	<b>Title</b>	Brexit impact
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<b>Description</b>	<p><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.</p>		
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<b>Category</b>	Brexit	<b>Approach</b>	
<b>Risk Level</b>	Departmental	<b>Risk Owner</b>	

<b>Strategic Aim</b>		<b>Key Policy Priority</b>	
<b>Department</b>	Town Clerk's	<b>Committee</b>	The City Bridge Trust Committee

<b>Current Risk Assessment, Score &amp; Trend Comparison</b>		6	-	Constant	<b>Target Risk Assessment &amp; Score</b>		2

<b>Likelihood</b>	Possible
<b>Impact</b>	Serious
<b>Risk Score</b>	6
<b>Review Date</b>	15/11/2020

<b>Likelihood</b>	Unlikely
<b>Impact</b>	Minor
<b>Risk Score</b>	2
<b>Target Date</b>	30-Jul-2021

<b>Latest Note</b>	Likelihood has been reduced due to the certainty of Brexit taking place. The risk is being closely monitored.
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**Actions related to this risk:**

Ref No:	Title	Action Description	Action Owner	Due Date	Progress	Latest Note
TC CBT 05 A	Review and monitor Funding strategy	To undertake a regular review of the funding strategy to ensure that it satisfies the needs of Londoners.	David Farnsworth	30-Jul-2021	50%	In train with findings/recommendations to be considered at CBT Committee in January 2021
TC CBT 05 B	Spike in applications/requests for additional charitable money:	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'.	David Farnsworth	31-Mar-2021	25%	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-clients' 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.

## Risk Level Description Service

<b>Code</b>	TC CBT 01	<b>Title</b>	Financial loss through fraud or theft.
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<b>Description</b>	<p>Cause: Financial and governance controls are not sufficient enough to identify fraudulent activity.</p> <p>Event: Funding awarded is not being used in line with the terms and conditions of grant.</p> <p>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.</p>
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<b>Category</b>	Financial
<b>Risk Level</b>	Service

<b>Approach</b>	
<b>Risk Owner</b>	David Farnsworth

<b>Strategic Aim</b>	SA3
<b>Department</b>	Town Clerk's

<b>Key Policy Priority</b>	KPP4
<b>Committee</b>	The City Bridge Trust Committee

<b>Current Risk Assessment, Score &amp; Trend Comparison</b>		6	↑	Increasing
<b>Likelihood</b>	Possible			
<b>Impact</b>	Serious			
<b>Risk Score</b>	6			
<b>Review Date</b>	15/11/2020			

<b>Target Risk Assessment &amp; Score</b>		2		
<b>Likelihood</b>	Rare			
<b>Impact</b>	Serious			
<b>Risk Score</b>	2			
<b>Target Date</b>	30-Jul-2021			

<b>Latest Note</b>	With increased online ways of working with grantees, CBT staff continue to be vigilant in terms of potential fraud.
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**Actions related to this risk:**

Ref No:	Title	Action Description	Action Owner	Due Date	Progress	Latest Note
TC CBT 01 A	Financial loss through fraud or theft.	<p>Whilst working virtually during COVID-19, CBT will continue with its existing robust monitoring and evaluation systems.</p> <p>To continue to regularly review grant assessment processes.</p> <p>To continue to undergo internal and external audit.</p> <p>To update wherever necessary, documentation that goes into the public domain which states that CBT has a zero tolerance to fraud.</p> <p>To continue to undertake detailed financial assessments of any grants deemed to be of a higher risk.</p> <p>To closely monitor Covid related funding programmes to ensure a robust and proportionate approach and mitigating and potential fraud.</p> <p>To ensure that all eligible staff undertake the internal Fraud Awareness training course.</p>	David Farnsworth	On-going with next deep dive by 30-Jul-2021	50%	Risk reviewed on 03/11/2020 - see updated assessment.

<b>Code</b>	TC CBT 02	<b>Title</b>	Grant not used for its intended purpose
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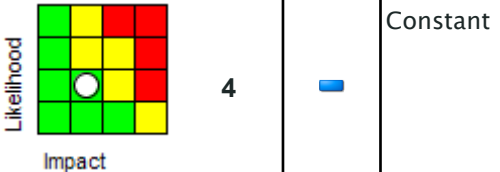
<b>Description</b>	Cause: Grant award not being used in accordance with CBT priorities and in line with the original grant application. Event: Funding not being used for its intended purpose. Impact: Reputational damage to CBT.		
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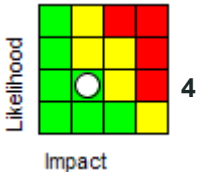
<b>Category</b>	Financial
<b>Risk Level</b>	Service

<b>Approach</b>	
<b>Risk Owner</b>	David Farnsworth

<b>Strategic Aim</b>	SA3
<b>Department</b>	Town Clerk's

<b>Key Policy Priority</b>	KPP4
<b>Committee</b>	The City Bridge Trust Committee

<b>Current Risk Assessment, Score &amp; Trend Comparison</b>		Constant
	<b>Likelihood</b>	Unlikely
	<b>Impact</b>	Serious
	<b>Risk Score</b>	4
	<b>Review Date</b>	15/11/2020

<b>Target Risk Assessment &amp; Score</b>		
	<b>Likelihood</b>	Unlikely
	<b>Impact</b>	Serious
	<b>Risk Score</b>	4
	<b>Target Date</b>	30-Jul-2021

<b>Latest Note</b>	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 also encourages grantees to seek permission in advance for change of use.
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**Actions related to this risk:**

Ref No:	Title	Action Description	Action Owner	Due Date	Progress	Latest Note
TC CBT	Grant not used for its intended	To continue to undertake regular	David Farnsworth	30-Jul-2021	50%	Learning visits are still taking

02 A	purpose	learning visits to grantees so as 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.				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.
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<b>Code</b>	TC CBT 03	<b>Title</b>	Negative publicity and reputational damage
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<b>Description</b>	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.
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<b>Category</b>	Reputation
<b>Risk Level</b>	Service

<b>Approach</b>	
<b>Risk Owner</b>	David Farnsworth

<b>Strategic Aim</b>	SA3
<b>Department</b>	Town Clerk's

<b>Key Policy Priority</b>	KPP4
<b>Committee</b>	The City Bridge Trust Committee

<b>Current Risk Assessment, Score &amp; Trend Comparison</b>		4	—	Constant
<b>Likelihood</b>	Unlikely			
<b>Impact</b>	Serious			
<b>Risk Score</b>	4			
<b>Review Date</b>	15/11/2020			

<b>Target Risk Assessment &amp; Score</b>		1		
<b>Likelihood</b>	Rare			
<b>Impact</b>	Minor			
<b>Risk Score</b>	1			
<b>Target Date</b>	30-Jul-2021			

<b>Latest Note</b>	The current situation in terms of COVID-19 is being monitored and any potential issues discussed at the management team meeting.
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**Actions related to this risk:**

Ref No:	Title	Action Description	Action Owner	Due Date	Progress	Latest Note
TC CBT 03 A	Negative publicity and damage to the City of London Corporation's reputation.	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.	David Farnsworth	Ongoing with further deep-dive review 30-Jul-2021	50%	The Trust is a high-profile participant and contributor to the pan-funder London Community Response, reflecting positively on the Corporation's reputation.

<b>Code</b>	TC CBT 04	<b>Title</b>	IT failure
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<b>Description</b>	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.
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<b>Category</b>	Technological	<b>Approach</b>	
<b>Risk Level</b>	Service	<b>Risk Owner</b>	David Farnsworth

<b>Strategic Aim</b>	SA3	<b>Key Policy Priority</b>	KPP4
<b>Department</b>	Town Clerk's	<b>Committee</b>	The City Bridge Trust Committee

<b>Current Risk Assessment, Score &amp; Trend Comparison</b>		Constant
<b>Likelihood</b>	Unlikely	
<b>Impact</b>	Serious	
<b>Risk Score</b>	4	
<b>Review Date</b>	15/11/2020	

<b>Target Risk Assessment &amp; Score</b>	
<b>Likelihood</b>	Unlikely
<b>Impact</b>	Minor
<b>Risk Score</b>	2
<b>Target Date</b>	30-Jul-2021

<b>Latest Note</b>	<p>Covid-19 response – all staff are now operating remotely and virtually. Dependence on IT has increased.</p> <p>All grant application processes have now been moved online.</p>
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**Actions related to this risk:**

Ref No:	Title	Action Description	Action Owner	Due Date	Progress	Latest Note
TC CBT 04 A	IS failure	<p>To continue to meet on a regular basis with the CBT IT Business partner to ensure that all off site data back-up sites and storage are suitable.</p> <p>To continue to ensure that any viruses and spam are reported to the IT department and dealt with swiftly.</p>	David Farnsworth	Ongoing with further deep-dive review 30-Jul-2021	50%	Covid-19 response – all staff are now operating remotely and virtually. Dependence on IT has increased.

<b>Code</b>	TC CBT 06	<b>Title</b>	<b>Staff capacity</b>
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<b>Description</b>	<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>
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**Effect:** 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

<b>Category</b>	Covid-19
<b>Risk Level</b>	Service

<b>Approach</b>	
<b>Risk Owner</b>	

<b>Strategic Aim</b>	SA3
<b>Department</b>	Town Clerk's

<b>Key Policy Priority</b>	
<b>Committee</b>	The City Bridge Trust Committee

<b>Current Risk Assessment, Score &amp; Trend Comparison</b>	
<b>Likelihood</b>	Possible
<b>Impact</b>	Serious
<b>Risk Score</b>	6
<b>Review Date</b>	28-Apr-2020

<b>Target Risk Assessment &amp; Score</b>	
<b>Likelihood</b>	Unlikely
<b>Impact</b>	Minor
<b>Risk Score</b>	2
<b>Target Date</b>	30-Jul-2021

<b>Latest Note</b>	
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**Actions related to this risk:**

Ref No:	Title	Action Description	Action Owner	Due Date	Progress	Latest Note
TC CBT 06 A	Staff capacity	To increase the pool of consultants and temporary support staff. To continue to progress agreed recruitment.	David Farnsworth	30-Jul-2021	25%	Activity to be undertaken is regularly reviewed and regular contact with consultants is made to understand their potential capacity