

Committee:	Date:
Finance & Estates Committee of the Board of Governors of the City of London School	25 February 2021
Board of Governors of the City of London School	10 March 2021
Subject: Risk Register 2020-21 for: CLS Bursary and Awards Fund	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	3, 4, 8
Does this proposal require extra revenue and/or capital spending?	N/A
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: The Chamberlain The Bursar of the City of London School	For Decision
Report author: James Hewett (Chamberlain's Department)	

Summary

This report provides a key risks register at Appendix 2 for CLS Bursary and Awards Fund, for review by Members on behalf of the trustee (the City of London Corporation), to ensure that existing risks are reconsidered, any new risks are identified and that appropriate measures are in place to mitigate those risks. The register has been prepared and scored using the City of London Corporation Risk Matrix at Appendix 1.

Currently, the risk register for the Bursary Fund contains eight risks, of which six are assessed as green and two which are amber. No new risks have been identified since the last annual register was presented to this Board and the risk scores remain unchanged. There are currently no red risks.

Recommendation

Members are asked to review the risk register to confirm that it satisfactorily sets out the risks facing the School's charity and that appropriate measures are in place to mitigate those risks.

Main Report

Background

1. This report provides a key risks register for CLS Bursary and Awards Fund at Appendix 2 administered by the Board of Governors of the City of London School on behalf of the trustee (the City of London Corporation).
2. In accordance with the Charity Commission's Statement of Recommended Practice (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.
3. The Charities SORP requires that the register is reviewed annually 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's standard approach to risk assessment as set out in its Risk Management Strategy as approved by the Audit and Risk Management Committee. The City of London Corporation risk matrix, which explains how risks are assessed and scored, is attached at Appendix 1 of this report.
5. The risk register to be reviewed by the Board of Governors of the City of London School for CLS Bursary and Awards Fund is set out in Appendix 2. The risk register is now recorded on the City's risk management system 'Pentana', and so it is now inline with the presentation of other risk registers across the City. The register contains eight risks as summarised below:
 1. Risk of decline in income from investments in the Charities Pool – overall risk score of amber (12);
 2. Funding from the City may reduce – overall score of amber (8);
 3. Charity lacks direction, strategy, and forward planning – overall green (4);
 4. Insufficient beneficiaries – overall risk score of green (4);
 5. Applicants do not disclose full details – overall risk score of green (3);
 6. Losing staff involved with processing bursary applications – overall risk score of green (3);
 7. Bursaries may be given for purposes not complying with charity's objectives – overall risk score of green (1); and
 8. Conflict of interest – overall risk score of green (1).

Mitigation of amber risks

Risk one is mitigated through investments being managed by a professional fund manager, whose performance is monitored by the Chamberlain and Financial Investment Board. All current measures are being taken and nothing further can be done (at this time) to mitigate the risk.

Risk two would be mitigated through trying to agree a phased approach to any funding reduction to ensure that replacement funds could be found from elsewhere.

Conclusion

6. The various risks faced by the charity have been reviewed and Members are asked to confirm that the attached register satisfactorily sets out the key risks together with their potential impact and that appropriate measures are in place to mitigate the risks identified.

Appendices

- Appendix 1 – City of London Corporation Risk Matrix
- Appendix 2 – Charity Risk Register for CLS Bursary and Awards Fund

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