

Committee(s)	Dated:
Culture, Heritage and Libraries Committee	14 November 2022
Subject: Keats House Risk Management Update Report	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	3, 7, 10
Does this proposal require extra revenue and/or capital spending?	No
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: Juliemma McLoughlin, Executive Director Environment	For decision
Report author: Joanne Hill, Business Planning and Compliance Manager	

Summary

This report provides the Culture, Heritage and Libraries Committee with assurance that risk management procedures in place within the Environment Department and its Natural Environment Division, which includes Keats House, are satisfactory and meet the requirements of the Corporate Risk Management Framework and the Charities Act 2011.

Your Committee is responsible for the Keats House Charity (registered charity number: 1053381). 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. By following the processes defined in the Corporate Risk Management Framework, the management of these risks meets the requirements of the Charity Commission.

Following the formation of the Environment Department in April 2022, a detailed review of all risks has been undertaken with risk owners and management teams. The outcome of this review is reflected in the Keats House Risk Register summarised in this report and included in full within the appendices.

Recommendation

The various risks faced by the charity have been reviewed. Members are asked to consider, and if agreed to confirm, on behalf of the City Corporation as Trustee,

whether the register attached as Appendix 2 satisfactorily sets out the key risks to the charity and that appropriate systems are in place to identify and mitigate risks.

Main Report

Background

1. The Risk Management Strategy of the City of London Corporation requires each Chief Officer to report regularly to Committee on the risks faced by their department.
2. Risk owners are consulted, and risks are routinely reviewed, with the updates recorded in the corporate risk management information system (Pentana).
3. The Charity Commission requires Trustees to confirm in a 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. These risks are to be reviewed annually. Your Committee will be presented with the Keats House Risk Register every six months which fulfils this requirement.
4. The Executive Director assures your Committee that all risks held by Keats House, which is part of the Natural Environment Division of the Environment Department, continue to be managed in compliance with the Corporate Risk Management Framework and the Charities Act 2011.
5. The requirements of the Charities Act 2022, which is due to be implemented over the coming year, will be monitored. Should there be any implications for the management and reporting of risks, processes will be amended as necessary to ensure continued compliance with the appropriate legislation.

Current Position

6. Over recent months, a full review has been undertaken of all risks and risk management processes across the Environment Department. The outcome of this review is reflected in the Keats House Risk Register presented in this report (Appendix 2).
7. The scores, descriptions and mitigating actions of all risks have been fully reviewed and updated; they have been assessed in accordance with the City of London's Risk Matrix (Appendix 1). New risks have been added where necessary and others have been removed.
8. The Keats House Risk Register is summarised in the main body of this report and provided in full at Appendix 2. For each risk, officers are undertaking a range of actions to mitigate the effects.

Keats House Risks

9. The Keats House Risk Register contains no RED risks, four AMBER risks and two GREEN risks owned and managed by the Principal Curator and his Management Team. For each risk, appropriate actions are undertaken to mitigate the effects. The detailed register is presented at Appendix 2.
10. The risk review identified one new risk: ENV-NE-KH 006: Delivery of major projects'.
 - **ENV-NE-KE 003:** Insufficient maintenance (AMBER, 12)
 - **ENV-NE-KH 006:** Delivery of major projects (AMBER, 12)
 - **ENV-NE-KE 001:** Health and Safety (AMBER, 8)
 - **ENV-NE-KH 005:** Financial sustainability (AMBER, 8)
 - **ENV-NE-KE 002:** Theft or damage (GREEN, 4)
 - **ENV-NE-KH 004:** Loss of staff expertise (GREEN, 4)

Risk Management Process

11. Across the Environment Department, risk management is a standing agenda item at the regular meetings of local, divisional and departmental management teams.
12. Between management team meetings, risks are reviewed in consultation with risk and action owners, and updates are recorded in the corporate risk management information system (Pentana).
13. Regular risk management update reports are provided to this Committee in accordance with the City's Risk Management Framework and the requirements of the Charities Act 2011.

Identification of New Risks

14. New and emerging risks are identified through several channels, including:
 - Directly by senior management teams as part of the regular review process.
 - In response to ongoing review of progress made against Business Plan objectives and performance measures, e.g., slippage of target dates or changes to expected performance levels.
 - In response to emerging events and changing circumstances which have the potential to impact on the delivery of services.

Corporate and Strategic Implications

15. Effective management of risk is at the heart of the City Corporation's approach to delivering cost effective and valued services to the public as well as being an important element within the corporate governance of the organisation.
16. The risk management processes in place in the Environment Department support the delivery of the Corporate Plan, our Departmental and Divisional Business Plans and relevant Corporate Strategies such as the Climate Action;

Cultural; Sport and Physical Activity; and Volunteering Strategies. Risks are also being considered as part of the development of the Natural Environment Division's emerging strategies.

17. Risks which could have a serious impact on the achievement of business and strategic objectives are proactively identified, assessed, and managed in order to minimise their likelihood and/or impact.

Conclusion

18. The proactive management of risk, including the reporting process to Members, demonstrates that Keats House, which is part of the Natural Environment Division of the Environment Department, is adhering to the requirements of the City of London Corporation's Risk Management Framework and the Charities Act 2011.

Appendices

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

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