

<b>Committee(s)</b>	<b>Dated:</b>
Culture, Heritage and Libraries Committee	20 November 2023
<b>Subject:</b> Keats House Risk Management Update Report	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	3, 7, 10
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>Report of:</b> Bob Roberts, Interim Executive Director Environment	<b>For decision</b>
<b>Report author:</b> Joanne Hill, Environment Department	

### 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.

The risks faced by the Keats House charity are summarised in this report and the detailed risk register is provided at Appendix 1.

### Recommendation

It is recommended that Members confirm, on behalf of the City Corporation as Trustee, that the register appended to this report 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 City of London's Risk Management Strategy, which forms part of its Corporate Risk Management Framework, requires each Chief Officer to report regularly to Committees on the risks faced by their department.
2. 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 is presented with the Keats House Risk Register every six months which fulfils this requirement.
3. The Interim 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.
4. Risk owners are consulted, and risks are routinely reviewed, with the updates recorded in the corporate risk management information system. Risks are assessed on a likelihood-impact basis, and the resultant score is associated with a traffic light colour. For reference, the City of London's Risk Matrix is provided at Appendix 2.
5. The detailed risk register for Keats House is summarised in the main body of this report and provided in full at Appendix 1.

### Current Position

6. The Keats House Risk Register contains no RED risks, three AMBER and three GREEN risks owned and managed by the Head of Heritage and Museums and his Management Team. For each risk, appropriate mitigating actions are undertaken. The detailed register is presented at Appendix 2.
  - **ENV-NE-KE 001:** Health and Safety (AMBER, 8)
  - **ENV-NE-KH 003:** Insufficient maintenance (AMBER, 8)
  - **ENV-NE-KH 006:** Delivery of major projects (AMBER, 8)
  - **ENV-NE-KE 002:** Theft or damage (GREEN, 4)
  - **ENV-NE-KH 004:** Loss of staff expertise (GREEN, 4)
  - **ENV-NE-KH 005:** Financial sustainability (GREEN, 4)
7. Since the last report to your Committee, the current score of risk '**ENV-NE-KH 006: Delivery of major projects**' has been reduced from AMBER, 12 (possible/serious) to AMBER 8 (unlikely/serious) as major priority works have been identified for 2023/24 and 2024/25 and are being progressed. The priorities include access improvements to Keats House grounds: revised costs for the improvements have now been obtained and officers are currently identifying budgets and the schedule of works.

### **Risk Management Process**

8. Across the Environment Department, risk management is a standing agenda item at the regular meetings of local, divisional and departmental management teams.
9. 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.
10. 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**

11. 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**

12. 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.
13. The risk management processes in place in the Environment Department support the delivery of the Corporate Plan, our Departmental Business Plans, local Management 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.
14. 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**

15. 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

**Contact**

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