

## Risk Management Policy

### Governance Risks:

- Lack of trustees, direction & planning
- Conflict of Interest
- Culture of secrecy or deference

### Strategy for dealing with Governance Risks:

- Clear aim for existence of charity
- Existence of constitution and standing orders
- Clear structure of trustee board with responsibility for House, Finance & Fund Raising clearly delegated
- 5 year maintenance plan drawn up by House Manager
- Annual Budgets drawn up by Treasurer
- Senior Management Team (consisting of Chairman, Vice Chairman, Treasurer, House Manager and President) meets prior to bi-monthly management meeting to discuss any ongoing issues and ensure that nothing is omitted from agenda for management meeting
- SMT monitors numbers and skills of trustees and take action if a shortage of either looks likely
- Conflicts of Interest have to be declared and assessed by the Management Committee. Trustees considered to have a conflict of interest do not participate in any discussion of the matter, may not lobby any other trustee and must abstain from any vote on the issue.
- Minutes of Management meetings and Annual General Meetings (AGMS) are e-mailed to trustees, kept online and in print in office.
- The AGM is a public meeting open to all groups who use the Community Centre. The officers are subject to election by all present and any trustee who has served for a period of three years must submit themselves to re-election if they wish to continue serving.
- All management meetings include financial, project and fund raising reporting

### Operational Risks

- Employment Issues, High staff turnover
- Lack of Volunteers (or volunteers lacking skills) for office cover
- Health and Safety, accident risk
- Loss of Data
- Major Disaster

### Strategy for dealing with Operational Risks:

- Subscription to South East Employers gives access to employment law and information updates
- Link to Local Government Terms/Conditions of Employment to deal with employment issues (e.g. Disciplinary or grievances)
- Management Committee has discretion to increase pay or issue bonuses to staff
- Link to Community First for volunteer recruitment
- Risk assessments and fire risk assessment carried out regularly (at least annually) by manager/H&S committee rep along with an annual staff chat between the manager and staff/volunteers
- Manager trains to keep up to date with first aid. Staff reminded annually of accident procedures
- Data saved to drop box to ensure the security of it should computers fail.
- Data stored according to data protection act guidance
- Internet/virus protection cover for computers in place
- Insurance taken to cover building, contents, indemnity

## Financial Risk

- Loss of revenue
- Fraud/theft
- Poor cash flow
- Inadequate funds to meet commitments
- Bad debt
- Pension Commitment inadequate

### Strategy for dealing with Financial Risks:

- Management Committee has authority to change hire fees should revenue drop. Centre has a large customer base
- Independent accountant checks accounts yearly and also checks procedures for handling cash etc
- Monthly finance reports and 3 monthly petty cash reconciliations checked by treasurer
- Manager's authority to withdraw petty cash or write cheques limited to £300
- Cheques need to be signed by 2 trustees
- Current account monitored and kept with enough money in it to cover outgoings
- Reserves policy in place
- Trustees indemnity insurance in place
- Petty cash up to £300 kept in office – everything else banked
- Annual budget drawn up by treasurer/manager and monitored throughout year at least monthly
- Monthly bad debtor list produced and debtors chased where necessary
- Preparations are in hand for the provision of workplace pensions to employees as and when required by the legislation. Provision for the Employers Contributions are incorporated in annual budgets

## Environmental/external Risks

- Impact of bad weather on centre
- Public perception may have negative impact on hiring/funding
- Changing legislation/government policy
- Regulatory reporting requirements not being met

### Strategy for dealing with Environmental/external Risks:

- All efforts made to ensure access to centre in bad weather and to ensure the premises/land are weatherproofed and safe
- Communication and customer care maintained at high level
- Subscribed to various bodies who provide up to date information re any changes in law e.g. SSE, CFHEH, HSE & Charity Commission
- Training of manager undertaken to ensure awareness of reporting needs – e.g. Charity Commission & RIDDOR

Adopted on: 29 January 2015

Last reviewed:.....