DRAFT – TRUST RISK MANAGEMENT POLICY

1. This Policy has been completed in accordance with the Charity Commission’s guidance CC 26.
2. Risk Categories come under five categories, together with an overriding Disaster Recovery Plan
3. It is the responsibility of the Trustees to have considered; identified areas of risk and enumerate responses accordingly. Being a small Charity the process has been carried out by the Trustees in committee; major risks identified and control systems put in place to manage these risks.
4. Risk Categories:-
5. **Governance**
* No Chairperson - moderate risk - reduced profile and loss of strategic direction
* Conflicts of interest - major risk – needs Policy to correct
1. **Operational**
* Assets - no risk – none held
1. **Financial risks**
* Financial information - moderate risk – manage by monthly review and annual audited accounts
* reserves - moderate risk – all money held in current account – requires an agreed minimum
* cash flow - low risk – monthly review and Treasurer maintains a spreadsheet
* Dependency on membership fees - low risk
* Investment - nil risk as none held
* Property - nil risk as none held
* Insurance cover - major risk but full cover maintained
1. **External risks**
* Public perception and reputation - moderate risk – but profile maintained via the Newletter, publicity and open meetings
* Government policy - low risk but Trustees need to regularly review compliance with Charity Law and Charity Commission guidelines
1. **Compliance**
* Breach of Trust - low risk
* Employment - nil risk as none employed
* Poor knowledge - low risk – Trustees need to keep up to date

DISASTER RECOVERY PLAN.

**Major risks are :-**

* Financial dishonesty - low risk – regular monthly monitoring of accounts by the Trustees
* Legal action e.g. libel and/or slander - low risk – covered by insurance
* Legal action e.g. injury to the public at a Trust organised event

 2.

 - moderate risk – covered by insurance ( meetings should be properly run ref. health and safety – record kept in the minutes)

**Plan** - in the event the Committee will work with the Insurance Company to recover finance or to meet claims.

As the Charity actual running expenses are minimal then the Charity would continue its activities while the problem is resolved.

 **JEF**