

Background:

Smaller charities i.e. The Leamington Society: Trustees of smaller charities (who should still be concerned about the risks their charity faces) are encouraged to make a risk management statement as a matter of good practice.

The purpose of the risk management statement is to give readers of the trustees' annual report an insight into how the charity handles risk and an understanding of the major risks the charity is exposed to. It is also an opportunity for the trustees to comment on any further developments of risk management procedures being undertaken or planned.

The form and content of the statement is likely to reflect the size and complexity of an individual charity's activities and structure. The commission is not seeking 'template' reporting, or requiring a detailed analysis of the processes and results. A narrative style that addresses the key aspects of the requirements is acceptable. This means:

- an acknowledgement of the trustees' responsibility i.e. a Policy
- an overview of the risk identification process
- an indication that major risks identified have been reviewed or assessed
- confirmation that control systems have been established to manage those risks

The Leamington Society: Risk Management Policy

Issue 1: 18-09-23

Policy Statement:

This policy outlines the guidelines and procedures for identifying, assessing, mitigating, and monitoring risks within The Leamington Society. The policy aims to establish a systematic approach to risk management, ensuring the charity can proactively identify and address potential risks to its mission, operations, and stakeholders. The organization is committed to maintaining effective risk management practices that support its objectives and enhance governance.

Scope:

This policy applies to all volunteers, trustees, and contractors of The Leamington Society. It covers the identification, assessment, mitigation, and monitoring of risks across all areas of the charity's operations. Note: The Leamington Society does not have any employees

1. Risk Management Framework:

- 1.1. The Leamington Society will establish a risk management framework that outlines the processes, roles, responsibilities, and reporting mechanisms for managing risks effectively.
- 1.2. The risk management framework will align with recognized standards, best practices, and legal requirements related to risk management.

2. Risk Identification:

- 2.1. The Leamington Society will adopt a proactive approach to identify risks by conducting regular risk assessments and engaging stakeholders at all levels as necessary.
- 2.2. All volunteers and members are encouraged to report potential risks they identify to the Chair or any member of the committee of The Leamington Society

3. Risk Assessment:

3.1. Identified risks will be assessed based on their likelihood of occurrence and potential impact on the charity's objectives, reputation, stakeholders, financial resources, and operations.

3.2. Risk assessments will consider both internal and external factors that may influence risk likelihood and impact.

3.3. The Leamington Society will employ appropriate risk assessment tools and methodologies to ensure consistency and accuracy in the evaluation of risks.

4. Risk Mitigation:

4.1. The Leamington Society will develop risk mitigation strategies and action plans to address identified risks.

4.2. Mitigation strategies may include implementing controls, process improvements, training programs, contingency plans, and insurance coverage, as deemed appropriate for each risk.

4.3. The responsibility for implementing and monitoring risk mitigation actions will be assigned to members of the committee of The Leamington Society or delegated to a responsible person.

5. Risk Monitoring and Reporting:

5.1. The Leamington Society will establish a process for ongoing monitoring of identified risks and the effectiveness of mitigation measures.

5.2. Regular reporting mechanisms will be implemented to provide timely updates on the status of risks, mitigation actions, and any emerging risks.

5.3. The Leamington Society trustees will receive regular risk reports and make informed decisions based on risk information.

6. Communication:

6.1. The Leamington Society will foster a culture of risk awareness, encouraging open communication and the proactive sharing of risk-related information.

6.2. The need for and understanding about risk management will be encouraged for volunteers, and trustees to enhance their understanding of risk concepts, responsibilities, and best practices.

7. Review and Continuous Improvement:

7.1. The risk management policy and framework will be regularly reviewed and updated to ensure their continued effectiveness and alignment with changing internal and external factors.

7.2. The Leamington Society will conduct periodic evaluations and audits of risk management practices to identify areas for improvement and enhance the overall risk management process.

8. Compliance:

8.1. All individuals associated with activities of The Leamington Society are expected to familiarize themselves with this policy, adhere to its guidelines, and actively participate in risk management processes.

8.2. Any breaches or concerns regarding this policy should be reported to the chair of The Leamington Society or any committee member.

Effective Date:

This policy is effective from 18th September 2023 It replaces any previous risk management policies or guidelines and remains in effect until further notice or revision.

The Leamington Society