**Champney Hall Management Committee**

**Risk Management Policy Statement and Risk Assessment**

**Champney Hall Management Committee – Risk Management Policy Statement**

# Definition of Risk Management

Risk is the threat that an event or action will adversely affect an organisation’s ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus; structures and processes, standards of conduct and service delivery arrangements.

# Risk Policy Statement

Champney Hall Management Committee, hereafter referred to as CHMC recognises that it has a responsibility to manage risks effectively in order to protect its volunteers, hirers, assets, liabilities and the community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise its opportunities.

CHMC is aware that some risks can never be eliminated fully and we have tried to ensure we have a strategy that provides a structured, systematic and focussed approach to managing risk.

# Approach to Risk Management

CHMC’s approach to risk management is that we should try to identify and manage risks in the most cost effective manner within overall resources available.

Each risk identified by CHMC is recorded in CHMC’s risk assessment document. The impact is assessed; control measures we feel to be appropriate are put in place together with the frequency with which the risk should be reviewed.

# Responsibility for Risk Management

CHMC recognises that it is the responsibility of all committee members to have regard for risk in carrying out their duties. If uncontrolled, risk can result in a drain on resources that could better be directed to front line service provision and to the meeting of CHMC’s objectives and community needs.

This policy has the full support of CHMC which recognises that any reduction in the risk of injury, illness, loss or damage benefits the whole community. We know that responsibility cannot be taken lightly.

# This Policy and Risk Assessment will be reviewed annually

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|  | **FINANCIAL AND GOVERNANCE** | | | |  |
| **Ref** | **Topic** | **Risk** | **H/M/L** | **Management/control of risk** | **Review/Assess/Revise** |
| 1 | Financial Records | Inadequate records | L | CHMC has Financial Responsibilities. The accounts are presented to the committee at each meeting and are audited and submitted to the Charities Commission annually | Existing procedure adequate and will continue to seek external help as needed. |
| 2 |  | Financial irregularities/Internal controls | L | The accounts are audited by an independent person each year. During the year financial reports are produced regularly for the committee members . The person raising cheques (clerk) is not a cheque signatory The treasurer only pays invoices on the instructions of at least one other committee member and an invoice or receipt for legitimate expenditure | Review the adequacy of internal audit and financial controls annually |
| 3 | Bank and Banking | Inadequate checks,  Bank mistakes,  Loss, Charges | L | Any bank errors are discovered when the treasurer reconciles the bank accounts . Any errors are dealt with immediately by informing the bank and awaiting their correction. | Existing procedure adequate.  Monitor the bank statements monthly. |
| 4 | Cash | Loss through theft or dishonesty | L | Minimal cash received. There is no petty cash or float held by the treasurer | Existing procedure adequate. |
| 5 | Reporting and Auditing | Information communication | L | A monitoring statement is produced before each CHMC meeting, It is included in the minutes, discussed and approved at the meeting. This statement includes bank balance and transactions since last meeting. Invoices are submitted for approval for payments. | Existing communication procedures adequate. Agendas circulated electronically, all Members encouraged to have Email. |
| 6 | All Costs & expenses  Debts | Goods not supplied but billed | L | All goods to be ordered are confirmed at meetings and individual who places the order is responsible for chasing up in the event of non-delivery. | Existing procedure adequate. |
| 7 |  | Incorrect invoicing | L | Individual who places the order is responsible for checking the invoice before submitting it for payment | Existing procedure adequate. |
| 8 |  | Payee error | L | Committee member checks invoice and proposes payment. Payment is made online and reported to CHMC at next meeting | Existing procedure adequate. |
| 9 |  | Loss of stock | L | CHMC has no stock. | Existing procedure adequate |
| 10 |  | Unpaid invoices | L | CHMC Invoices are minimal /rare. Unpaid invoices for CHMC goods or services are pursued and where possible, payment is obtained in advance. | Existing procedure adequate |
| 11 | Grants - receivable | Receipts of Grant | L | CHMC does not presently receive any regular grants apart from section 137 monies from Horton Parish Council for repair, maintenance and insurance contribution (currently totally £3000 pa, outstanding payments should be up to date by end 2021). One-off grants would come with terms and conditions to be satisfied. | Committee members deal with authorisation for project expenditure and associated grant applications |
| 12 | Charges – rentals receivable | Receipt of rental | L | CHMC receives direct rental payments from regular and occasional hirers and from RBWM for use of the main hall for elections and presentations. Member with responsibility for hall hire responsible for ensuring invoices issued and payments received | Existing procedure adequate. |
| 13 |  | Insurance implication | M | Hirers arrange own insurance. Horton Parish Council insures the land & the play equipment and part of the insurance arrangement includes an annual inspection. CHMC insures the buildings and its own assets.  HPC is a trustee of Champney Hall | Treasurer and clerk to ensure payment and copy of insurance document received and displayed if appropriate. |
| 14 | Accountability | Work awarded incorrectly | L | CHMC generally uses local proven contractors. Due to the low costs of works carried out one or two quotes are obtained. For works over £10000 three quotes would be obtained | Members have a duty to ensure money is well spent |
| 15 |  | Overspend on services/depletion of reserves | M | Treasurer to make recommendations on spending according to budget availability. | Members have a duty to consider budget and reserves requirements and operate within them |
| 16 | Salaries and associated costs | Salary / NI / Tax paid incorrectly. | L | CHMC has no employees | Existing procedure adequate. |
| 17 | Workplace pension | Lack of adequate provision | L | CHMC has no employees | Existing procedure adequate. |
| 18 | Employees | Loss of key personnel/difficulty in retaining Clerk | M | CHMC has no employees. Horton Parish Clerk is currently (July 2021) clerk to CHMC but this is not statutory | Existing procedure adequate. |
| 19 |  | Sudden/unexpected loss of key personnel | H | CHMC have put measures in place to ensure that the Chairman and Vice-Chairman have access to all records including email passwords, bank accounts and historical records. In the event of sudden loss of key personnel, they would take personal responsibility for day-to-day affairs and immediately start a recruitment process for the replacement personnel | Existing procedure adequate. |
| 20 |  | Fraud by staff | L | Minimal cash handled [hirers encouraged to pay by bank transfer]. 2 committee members approve payments (member and treasurer) cheques. Bank balances reported at each meeting, bank statements available for inspection  **Fidelity Guarantee included in insurance (£250,000) ???** | Existing procedure adequate. |
| 21 | VAT | Re-claiming/charging | L | CHMC does not reclaim VAT | Existing procedure adequate |
| 22 | Annual Return | Submit within time limits | L | Annual Return is completed and signed by treasurer, submitted to an internal auditor for checking and signing then sent on to the Charities Commission within time limit. | Existing procedure adequate |
| 23 | Legal Powers | Illegal activity or payments | L | All activity and payments within the powers of the CHMC to be resolved and minuted at CHMC Meetings. | Treasurer and Members have a duty to only permit authorised (legal) transactions |
| 24 | Minutes / Agendas /  Notices / Statutory  Documents | Accuracy and legality | L | Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements.  Minutes are approved and signed at the next CHMC meeting.  Past minutes and agenda are available for inspection on request | Existing procedure adequate. |
| 25 |  | Business conduct | L | Business conducted at Council meetings is managed by the Chairperson. | Existing procedure adequate. |
| 26 | Members interests | Conflict of interest | L | The declaring of interests by members at a meeting reminds Councillors of their duty and should remain on the agenda. | Existing procedure adequate |
| 27 | Insurance | Adequacy | L | An annual review is undertaken (before the time of the policy renewal in **June?**) of all insurance arrangements in place. Risk assessments completed as required | Insurance policy adequate. Risk assessment in progress |
| 28 |  | Cost | L | Employers and Employee liability insurance is a necessity and must be paid for. This covers volunteers (we don’t have any employees) | Review insurance provision annually. |
| 29 | Data protection | Policy  Provision | M | Committee members adhere to data protection principles and legislation | Data Protection Policy training for Clerk as necessary |
| 30 | Freedom of Information  Act | Policy  Provision | M | CHMC is open in its provision of information when requested | Existing procedure adequate |

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|  | **PHYSICAL RISKS INCLUDING ASSETS AND EQUIPMENT** | | | | | | |  |
| **Ref** | **Topic** | **Risk** | **H/M/L** | **Management/control of risk** | | | | **Review/Assess/Revise** |
| 1 | Assets | Loss or damage | L | Annual review of assets is undertaken for insurance provision. | | | | Treasurer to ensure current asset list is provided to insurers. Annual verification and inspection of all equipment carried out by clerk and at least one committee member |
| 2 |  | Risk to third parties/property | L | Assets fully insured (£10m) Public Liability. | | | | Existing procedure adequate |
| 3 | Maintenance of assets | Poor performance of assets | L | All assets owned by CHMC are reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned and authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually. | | | | All public amenities/land owned by CHMC to be inspected monthly by nominated committee members who will provide a verbal report, noting any required actions required. Ensure inspections and actions carried out. |
|  |  |  |  | ASSET REGISTER as at 3/8/2020 | | | |  |
| **Date Purchased** | **Description** | **cost** | **notes** |
|  | Tables |  |  |
|  | Chairs |  |  |
|  | CCTV inc computer |  |  |
|  | Kettle |  |  |
| 4 | Meeting location | Adequacy  Health & Safety | L | CHMC meetings are held at Champney Hall Horton. The premises and the facilities are considered to be adequate by the Clerk as responsible officer for H&S. Meetings covered by insurance. | | | | Existing locations adequate. Venue Public Liability to be checked from time to time |
| 5 | Council records – paper | Loss through: theft  fire  damage | L  L  L | The historical CHMC records are stored at Champney hall in a fireproof filing cupboard: a project to scan all archive documents and store them on a shared drive is in place. Current documents are at the Clerks’ home address or the treasurer’s home address. Records include correspondence, minute books and copies. Copies of these are stored electronically on the CHMC email records. | | | | Damage (apart from fire) and theft is unlikely and so provision adequate. |
| 6 | Council records - electronic | Loss through: Theft, fire, damage corruption of computer | LM | CHMC’s electronic records are stored on the Clerks’ computer. Back-ups of the files are taken at regular intervals. The few paper originals received are scanned and emailed to the Clerk’s email, and created documents are emailed to committee members so all documents are available to the chair and vice chair as they have the email password | | | | The clerk has provided the Chair and Vice-Chair of CHMC with details of passwords to access CHMC email and electronic archive. |
| 7 | The building | Loss of power, water or heating  Loss of use of building due to fire flood or other hazard | L  L | In the event of loss of utilities hirers to be advised as soon as poss and where possible alternative arrangements put in place (ie if school room heating not working invited Pre-school to use main hall)  In the event of damage to the building by fire, flood or other hazards we would ask that users arrange to temporarily relocate to another site until Champney Hall is fit for use. | | | | Existing procedure adequate |
| **Pandemic Risk including but not limited to COVID19 – protection of volunteers, contractors and hall users** | | | | | | | | |
| **Ref** | **Topic** | **Risk** | **H/M/L** | **Management/control of risk** | | | | **Review/Assess/Revise** |
| 1 | Pandemic | Contracting COVID19 (or other pandemic virus) through contact with others | M | To consider Government guidelines with regard to reopening and to only reopen when all current recommendations can be met. To follow current government guidelines regarding social distancing and bubbles.  To ensure people are not contaminated by previous visitors by leaving sufficient time in between events and cleaning thoroughly.  If required, face to face meetings will be held virtually.  Will acquire the necessary details needed for the NHS Track and Trace system. | | | | To be reviewed with regard to each pandemic situation. Special conditions of hire will be issued for each event and will be issued to all hirers to be signed and acknowledged before hire commences |
| 2 | Pandemic | Contracting COVID19 (or other pandemic virus) due to poor hygiene | M | Make regular checks that the premises are secure and services are working.  Essential matters (inspections, paying of bills etc) will continue with email arrangements / authority being arranged. | | | | To be reviewed with regard to each pandemic situation. Special conditions of hire will be issued for each event and will be issued to all hirers to be signed and acknowledged before hire commences ore hire commences |
| 3 | Pandemic | Contracting COVID19 due to poor education/communication | M | Individuals will be directed to this risk assessment and Champney Hall Health & Safety documents.  Will keep up to date with current government guidelines.  Individuals will be reminded to follow government guidelines. | | | | To be reviewed with regard to each pandemic situation. Special conditions of hire will be issued for each event and will be issued to all hirers to be signed and acknowledged before hire commences ore hire commences |

The co-operation and commitment of all members of CHMC is required to ensure that resources are not wasted as a result of uncontrolled risk.

CHMC is responsible for ensuring that this procedure is adhered to.

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| **Champney Hall Management Committee** | | | |
| **Risk Management Policy Statement & Assessment** | | | |
| Version 2021 | Created 06/07/21  Benta Hickley | Submitted to be Ratified 28/09/21 | To be revised 28/09/22 |