

Kingsclere Charities Risk Assessment Policy

Statement of intent

The Kingsclere Charities is an umbrella organization supporting the management for the following:

- Kingsclere welfare charities
- Kingsclere almshouse charities
- The Robert Higham apprenticing charity
- The educational foundation of Robert Higham

This policy is applicable to all the above charities.

Kingsclere Charities are not required by law to have a risk management process, nor to follow a risk particular risk management method. However, the Charity Commission strongly recommends that we do.

This policy identifies, as far as reasonably practicable, the main areas of risk that need to be considered by trustees and identifies the controls or actions that have been taken to mitigate the risk or impact.

Through effective risk assessment and management Kingsclere Charities aim to reduce the 'gross level' of risk identified to a 'net level' of risk, that is the risk that remains after appropriate action is taken.

Risk is defined as anything that could prevent Kingsclere Charities achieving its aims or carrying out its strategies.

Risk management statement

Trustees acknowledge their responsibility to identify, assess and manage risks.

Kingsclere Charities will adopt the following five step process for managing risk management:

- Establish a risk policy
- Identify risks.
- Assess risks.
- Evaluate what mitigating action to take to reduce risks.
- Review, monitor and assess periodically.

Trustees will confirm that identifiable risks have been reviewed and assessed.

Kingsclere Charities will confirm that they have systems and processes in place manage risks.

Policy

Kingsclere Charities will take all reasonable measures to manage risks of detriment or harm to The Charity, Trustees, employees, clients or to the public that might result from carrying out the business of the Charity.

Kingsclere Charities will take all reasonable measures to identifying risks of harm, minimizing the risks and making sure that any harm that might arise is a minor consequence of carrying out the business of the Charity.

Policy in Action

The Charity will:

Identify the types of risk

Anything that could prevent Kingsclere Charities achieving its aims or carrying out its business. Risks include:

- Governance regulation compliance risk
- Operational risk
- Finance risk
- Environmental and external risk
- Law and regulation compliance risk
- Damage to the Charity's reputation
- Harm to individuals such as Trustees and Employees

Assess the impact of the risk occurring

The impact that a risk will have on the charity's ability to achieve its operational objectives. This will be categorized as:

- 1 Insignificant impact
- 2 minor impact
- 3 Moderate impact
- 4 Major impact
- 5 Extreme / catastrophic

Assesses the likelihood of the risk occurring

The likelihood that a risk will have on the charity's ability to achieve its operational objectives. These will be categorized as:

- 1 Remote - may only occur in exceptional circumstances
- 2 Unlikely - expected to occur in a few circumstances
- 3 Possible - expected to occur in some circumstances
- 4 Probable - expected to occur in many circumstances
- 5 Highly probable - expected to occur frequently and in most circumstances

Mitigating action to take to reduce risks

Where risks are identified appropriate action will be taken to manage them, either by lessening the likelihood of the event occurring, or lessening its impact if it does, or both.

Trustees will form a view as to the acceptability of the risk that remains after the application of control measures.

The following are examples of possible actions:

- The risk may need to be avoided by ending that activity
- The risk could be transferred to a third party
- The risk could be shared with others
- The charity's exposure to the risk can be limited
- The risk can be reduced or eliminated by establishing or improving control procedures (e.g. internal financial controls, controls on recruitment, policies, safe working practices, schemes of work)
- The risk may be insured against
- The risk may be accepted as being unlikely to occur and/or of low impact
- The risk can be reduced or eliminated by the introduction of suitable training

Annual reporting

Risk assessment will be reported on in the Charity's annual report

Risk register

Risk	Impact without control measures	Likely hood without control measures	Control measures	Impact with control measures	Likely hood without control measures
Governance					
Poor choices when selecting, appointing and training Trustees	4	3	Potential Trustees identified from known persons within the community. Applications for Trusteeship to be proposed by existing Trustees. Application for Trusteeship supported by 2 independent references and a	2	2

			<p>copy of the applicants CV.</p> <p>Trustee's appointment must be confirmed by the whole board of Trustees.</p> <p>Code of Conduct policy applied to all Trustees.</p> <p>All new Trustees are given a structured induction program and allocated a mentor Trustee for the first year.</p> <p>All new Trustees sign to confirm attendance and understanding of induction training</p>		
Poor choices when selecting, appointing and training employees	4	3	<p>Application for employment supported by 2 independent references and a copy of the applicants CV.</p> <p>Employees appointment must be confirmed by the Chairs of the board of Trustees.</p> <p>Contracts of employment and job descriptions for all roles</p> <p>Code of Conduct policy applied to all Employees.</p> <p>All new Employees are given a structured induction program</p>	2	2

			<p>All new employees sign to confirm attendance and understanding of induction training</p> <p>All new Employees will serve a six month probationary period.</p>		
The Charity lacks direction, strategy, and forward planning resulting in mission drift with no clear objectives, priorities or plans	4	3	<p>Clearly defined objectives logged with the Charity Commission and fully understood and complied with by Trustees and employees</p> <p>Way Forward Group established to scrutinize the primary functions of the Charity and to recommend updates as identified</p>	2	2
Trustees and employees' personal interests conflicting with the legitimate interests of the Charity	4	2	Code of conduct policy covering conflict of interest applicable, covered on induction, and applicable to all Trustees and employees	2	2
Misconduct by Trustees and Employees	4	2	Documented policies covering code of conduct; confidentiality; risk assessment; equality, inclusion & diversity; data protection; health & safety; and finance management	2	2
Operational					
Lack of reporting to trustees, withholding of information resulting in poor	4	2	Structure meeting schedule for the Board of Trustees	2	2

quality decision making			<p>Clerk and Warden submit reports to the Board of Trustees meetings</p> <p>Job Descriptions cover reporting obligations</p> <p>Accounts scrutinized by Trustees at each board meeting</p> <p>Accounts audited annually</p>		
Discriminatory, unlawful or poorly judged decision making when considering applications for grants and the allocation of benefits	3	3	<p>Documented policies covering code of conduct; confidentiality; risk assessment; equality, inclusion & diversity; data protection; and finance management</p> <p>Documented and agreed rules and guidance for the agreeing of grants and the allocation of benefits</p> <p>Decisions in relation to applications for grants and the allocation of benefits have to be agreed by the board of Trustees and recorded</p>	2	2
Significant damage, up to total destruction, of Charity's houses, resulting in loss of rents and a reduction in the homes being able to be offered to prospective tenants	4	3	<p>All properties insured against this risk.</p> <p>Planned and properly carried out maintenance of properties</p> <p>Regular inspection of properties and any identified work must be reported to the</p>	3	2

			Clerk for imediat action.		
Loss of key employees	4	3	<p>Notice periods applied to employees' contracts</p> <p>Key information such as passwords shared with nominated Trustees</p> <p>Ensuring payments cards are cancelled and destroyed, if the individual ceases to work for the charity or if the authorization of the card's use is withdrawn</p> <p>Exit interviews</p>	2	2
Financial					
Lack of return on investments	4	3	<p>Interest only received from monies held in safe bank deposit accounts.</p> <p>Free hold of tenanted lands and properties held by the Charity.</p>	2	2
Misappropriation of Charities funds	4	3	<p>Code of Conduct and Finance Management policies applied.</p> <p>Accounts scrutinized by Trustees at each board meeting</p> <p>Accounts audited annually</p> <p>Ensuring payments cards are cancelled and destroyed, if the individual ceases to work for the charity or if the authorization of the card's use is withdrawn</p>	2	2

			Insurance against potential loss		
Digital fraud / theft	4	3	Data protection, Code of Conduct and Finance Management policies applied. Accounts scrutinized by Trustees at each board meeting Accounts audited annually Insurance against potential loss	2	2
Disproportionate depletion of funds due to overspending	4	3	Decisions in relation to applications for grants and the allocation of benefits have to be agreed by the board of Trustees and recorded Accounts scrutinized by Trustees at each board meeting Accounts audited annually	2	2
Rents being withheld or otherwise not paid	4	2	Vetting of prospective tenants Tenancy agreements in place	2	2
Lack of suitable tenants to take on tenancy vacant properties or lands	4	2	Waiting lists of any prospective tenants maintained Vacancies advertised in local publications if necessary Vacancies notified to local councils if necessary	2	2
Unmanageable or unplanned interest rates	4	2	Other than one mortgage that has months left to run, the	2	2

being applied to borrowings			Charity has no debts that could be subject to interest payment		
Charities lands being subject to compulsory purchase resulting in loss of rents	4	2	Any monies received from the compulsory purchase will be reinvested with the aim of receiving a similar return	2	2
Environmental or external					
Claims by third parties against the Charity's assets arising out of court actions	4	3	<p>Compliance with Charity's policies and Governance document</p> <p>Compliance with the Charity Commission's rules and guidance for managing a charity</p> <p>Fully risk assessed approach to managing the charity</p> <p>Insurance against potential loss</p>	2	2
Use of unsuitable or unsafe premises for meetings	4	2	<p>Compliance with Charity's health and safety and lone working policy</p> <p>Fully risk assessed approach to managing the charity</p> <p>Insurance against potential claims</p>	2	2
Compliance (law or regulation)					
Poor employment practices resulting action being taken and claims for compensation	4	2	<p>Compliance with Charity's policies and Governance document.</p> <p>Compliance with the Charity Commission's rules and guidance</p>	2	2

			<p>for managing a charity</p> <p>Fully risk assessed approach to managing the charity</p> <p>Employer liability insurance</p>		
Breaches of laws and regulations resulting in fines or other sanctions	4	2	<p>Compliance with Charity's policies and Governance document.</p> <p>Compliance with the Charity Commission's rules and guidance for managing a charity</p> <p>Fully risk assessed approach to managing the charity</p> <p>Employer liability and third party liability insurance</p>	2	2
Failing to ensure a safe and healthy work environment resulting in harm to Trustees and employees and the risk of legal action and claims for compensation	4	2	<p>Trustee and employee induction training.</p> <p>Health & safety policy</p> <p>Safe schemes of work for:</p> <ul style="list-style-type: none"> • Working at height • Lone working • Display screen working • Harmful substances • Manual handling 	2	2

Review

This policy will be reviewed annually.

Signed: P Crisford

Print Name: Philip Crisford

Date:20.10.2022

Target review Date: 20.10.2023