BISHOP'S STORTFORD

U3A

THE UNIVERSITY OF THE THIRD AGE
Registered Charity Number 1132055

POLICY DOCUMENT RISK MANAGEMENT

Risk Management Statement
- Trustees of Bishop's Stortford U3A acknowledge their specific responsibility to identify, assess and manage risks when the Risk Register is reviewed annually in their committee meetings and for new trustees as part of their induction.
- Trustees assess identified risks by considering the **potential severity of their impact** and **likelihood of their occurrence** before and after any mitigating actions and place them into a risk category of low, medium or high.
- Trustees of Bishop's Stortford U3A formally review their Risk Register annually at their committee meetings, confirming that previously identified risks still apply, that any new risks are identified and whether the status of any risk has changed.   The committee also considers and agrees the appropriate actions to be applied to mitigate risks.   Trustees are also aware that the Risk Register is a live document and should be amended at any time if the status of any risk has changed.
- The minutes of the committee meetings will confirm that the major risks have been reviewed and assessed and detail any action taken.
- The principal system and process to manage risks is through the creation and regular updating of the Risk Register, the allocation of individual risks to the most relevant trustee to manage and the annual review at committee meetings.   The Chair nominates one trustee to maintain an overview of the complete Risk Register.

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Risk Profile
By the nature of its activities and charitable objects Bishop's Stortford U3A is not subject to high levels of risk. However, as a charity with a membership of approximately 1100 and more than 70 activity groups the trustees do have a responsibility to ensure that it operates in accordance with charity law and good practice and that its members have an enjoyable and safe experience as they participate in activities in pursuit of its charitable objects. An annual revenue in the General Fund of approximately £13,000 make the financial risks modest.   The most significant risks lie in the areas of governance, operational activity, groups, and members and these are being addressed through a range of mitigating actions initiated by the trustees.

Authorisation
1.   This Risk Management Policy was adopted by the Bishop's Stortford U3A Executive Committee and minuted as such, on 6th March, 2018.
2.   This policy will be published by the Executive Committee of Bishop's Stortford U3A on its website within 4 weeks of the date of this authorisation.
3.   Code of Conduct Policy https://u3asites.org.uk/bishops-stortford/page/17397

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Potential Risk	Potential Impact	Initial Risk	Actions to Mitigate Risk	Residual Risk	Responsibility
Governance					
Charity lacks direction, strategy and forward planning	Charity stagnates, declines and charitable objectives are not met	H	**Develop (5 year) forward plan.** Development plan actively used to initiate and manage short and medium term change.	L	
Trustee body lacks relevant understanding, skills and commitment	Key tasks and functions essential to the smooth running of the organisation are not performed. Inadequate forward planning strategy	H	Trustee recruitment bases on defined needs. Clear and comprehensive induction for new trustees. Chair maintains overview of individual trustee contribution and ensures efficient use of trustee resources.	L	
Ineffective organisational structure	Key tasks and functions essential to the smooth running of the organisation are not performed.	H	Clear set of trustee responsibilities undertaken effectively.	L	
Acting outside charitable objects	Non-compliance with Charity Commission regulations. Operating illegally.	H	**Revised Governance Document to be drawn up.** Trustees understand charitable objects and ensure compliance. Proposals for new activities checked by committee.	L	
Ineffective reporting to Trustees	Poor quality decisions and inadequate response to emerging problems.	H	Well-structured committee meetings. Regular cycle of reporting on key issues. Annual calendar of events.	L	

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Operational					
Information Technology outdated and/poorly maintained	Loss and/or inadequacy of data. Poor quality reporting and management	H	**Moving to "Beacon" system designed to meet U3A needs and to hold data securely. Use of specialist third party provider to supply and maintain.**	M	Beacon System Administrator
Membership declining or dissatisfied	Loss of income reduction in delivery of Charitable Objects, adverse publicity.	H	Quarterly membership report to trustees **'Why new members leave analysis'** Regular convener meetings. **Members not attending Monthly General meetings.** Trustee attendance at monthly meetings. Complaints procedure. Need for membership recruitment programme regularly reviewed by trustees.	L	Membership Trustee New members Support Trustee Convener Liaison All Trustees
Insufficient/ unsatisfactory conveners	Reduction in delivery of Charitable Objects, dissatisfied members. Reduced membership and income.	M	Support offered to conveners and prospective conveners. Regular convener meetings. Complaints procedure.	L	Convener Liaison
Range of activities declining or not expanding in response to increased membership.	Reduction in delivery of Charitable Objects, dissatisfied members. Reduced membership and income.	M	Support offered to prospective conveners wishing to initiate new activity groups. Existing activity groups monitored. **Ideas for new groups actively sought**.	L	Convener Liaison
Inadequate procedure and systems documentation	Key tasks not undertaken. Inadequate transfer of responsibilities to new trustees.	M	**Moving to "Beacon" system** Annual calendar of events. Clear set of trustee and post holder responsibilities in place. Key information posted on website.	L	
Inadequate security and poor use of fixed assets	Loss of equipment. Poor value for money for purchased assets.	M	Register of assets maintained on website. **Annual stocktake/review of holding** Promotion of use of equipment through website.	L	Secretary / Website manager
Inadequate attention of Health and Safety	Injury or death of a member or other person.	L	Trustees and conveners understand key areas of risk and promote a positive health and safely culture. Effective incident reporting and investigation system. PAT testing of equipment in accordance with good practice.	L	
Beacon System does not deliver required benefits	Loss and/or inadequacy of data. Poor value for money	H	Procedures in place to ensure successful implementation.	L	Beacon System Administrator
Beacon System does not continue to deliver required benefits	Loss and/or inadequacy of data. Poor value for money. Poor quality reporting, training and management.	H	**Procedures in place for subsequent use and management of Beacon.**	M	Beacon System Administrator

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Financial					
Inadequate budgetary control and financial reporting	Financial loss leading to reduction in activity	H	Treasurer is financial competent. **Annual budget prepared and approved by trustees.** Regular reporting to trustees. Appropriate system of authority and financial delegation in place. Accounts prepared in line with Charity Commission requirements and recommended good practice. **Regular review of financial procedure Beacon for Finance**	L	Treasurer Project Trustee
Loss of income	Reduction of activity	H	Income is almost entirely derived from individual member subscriptions. Trustees review the level of subscriptions annually.	L	Treasurer
Fraud/error	Financial loss leading to reduction in activity	M	Treasurer is financially competent. Appropriate system of authority and financial delegation in place. Annual financial reporting by conveners to Treasurer.	L	Treasurer
Inadequate reserves and investment policy	Financial loss leading to reduction in activity	M	Reserves held are confirmed as adequate for needs and are held in an appropriate bank account.	L	Treasurer
Public liability claims brought by members or others	Financial loss leading to reduction in activity	H	An appropriate public liability insurance policy is in place and trustees and conveners understand its conditions and requirements. **An adequate reporting system is in place for conveners to use if an incident occurs.** Arrangement for non-members are clear and well understood.	L	**Reporting system on the website**

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External					
Negative public perception	Reduced recruitment falling membership and income	H	Ensure flow of positive communications messages about Bishop's Stortford U3A activities through trustees, conveners and the membership. Maintain and develop the website as key source of information	L	All Trustees supported by Webmaster Magazine Team Communications Trustee
Adverse publicity	Reduced recruitment falling membership income	H	Identify and respond rapidly to possible or actual adverse publicity	L	Marketing & Publicity Trustee Membership Trustee

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Compliance/Legal					
Non-compliance with charity regulations and legal requirements	Loss of charitable status	H	Maintain a full understanding of requirements placed upon a charity of the scale or Bishop's Stortford U3A. Follow Charity Commission recommended best practice in reporting, accounting and conduct of AGM's. **Maintenance of Governing Document**	M	Secretary Treasurer Constitution Trustee
Gift Aid	Loss of income. Penalties	M	Give Aid now on Beacon. Ensure that requirements for Gift Aid and any other taxation matters are properly understood and complied with. **A Trustee is allocated the responsibility for all Gift Aid matters**.	M	Treasurer
Data Protection requirements not met	Prosecution and financial penalties	M	**Ensure those holding and handling personal data have a full understanding of legal requirements and that appropriate systems are in place to meet requirements and protect data.** **New Data Protection Legislation due in May 2018.** **New Data Protection Trustee to be appointed.** Adoption of "Beacon" system	M	**Data Protection Trustee** (to be appointed)