



## Coulter Community Trust

# Risk Management Policy

Date: 14/05/2024

### 1. Document history

Date	Author	Summary of changes
14/05/2024	Roger Duerden	Initial version

### 2. Purpose of the policy

Coulter Community Trust (CCT) is committed to managing organisational risk to protect its members, beneficiaries and the public, whilst ensuring the continuity of its operations and securing its business assets and financial sustainability. Risk, in this context, describes the uncertainty surrounding events and their outcomes that may have a significant impact on any area of the charity's activities.

The objective of this policy is to provide a framework to:

- Define risk governance
- Identify principal risks
- Assess priority risks
- Develop mitigating strategies and actions
- Monitor and review risk activities
- Communicate and report risks

### **3. Risk Governance**

#### **3.1. Board of Trustees**

The Board of Trustees is required to identify and review all risks to which CCT and its members are exposed, and to assess the likelihood of such risks and the possible level of impact they would have if realised. The Trustees must be satisfied that risk management is embedded in the organisation and that adequate systems are in place to monitor, manage and, mitigate the charity's exposure to major risks.

#### **3.2. Management Committee**

The Committee is delegated the responsibility for managing CCT operations and is best placed to review identified operational risks and highlight new risks as they emerge. They should promote risk management processes throughout the charity, foster an environment where risks can be identified and escalated, and encourage transparency in reporting issues as soon as they arise.

#### **3.3. Members**

CCT Volunteers are expected to familiarise themselves with the charity's policies as part of their induction training, and to refer to these documents periodically to maintain currency in their understanding of the requirements and guidance that they contain. Volunteers should also read all communications relating to operational matters sent to them by CCT.

### **4. Risk identification**

Risk is inherent to CCT operations and embedded within the charity, and risk management is factored into everything it does. There are many risks to which CCT is exposed, which generally fall into the following categories:

- Governance
- Operational
- Financial
- Reputational
- External
- Compliance

The purpose of introducing these categories is to stimulate thinking and ensure that a comprehensive list of potential risks is developed. It is important to bear in mind that risks are constantly subject to change, as new regulations, external events, public opinion and government policy can all have an impact on what we do. This highlights the need for regular review of the charity's risk register.

### **5. Risk assessment and mitigation**

Each identified risk shall be scored in terms of its likelihood and severity in order to calculate a gross risk score. A gross risk level is shown against each risk based on its gross risk score. The CCT Risk Register defines risk levels of:

- insignificant (grey)
- low (green)
- moderate (yellow)

- high (amber)
- extreme (red)

Ownership is assigned to each risk to identify one or more individuals who are responsible for its management and identifying mitigation actions. The aim of this process is to achieve a net risk level of low or insignificant, and to prioritise risks with net levels of moderate and above.

## **6. Risk Review**

Risk management is a dynamic process, both in terms of considering what the priority risks are and looking at strategies to mitigate them. These strategies provide the foundation for developing our key operational procedures and governance policies.

The Trustees shall review the risk register on a quarterly basis to assess any new mitigation actions that have been put in place and to consider whether further action is required. Any newly identified risks will be added to the register.

## **7. Communicating Risk**

The Board of Trustees is responsible for reporting risks to CCT volunteers who form part of the mitigation strategy or who may be directly impacted by the risk being realised. This may be communicated to them during their induction training or one of the charity's policies. Risk may also be reported via email or other communication channels.

## **8. Ownership and review**

This policy is owned by the Chair, who is responsible for updating it when required. The Board of Trustees shall review the contents of, and compliance with this policy periodically.

## **9. Notes and additional information**

- 9.1. In the event that any element of this policy appears to conflict with the Constitution of Coulter Community Trust, the latter shall take precedence as the definitive document.
- 9.2. In this document, the term *member* refers to both ordinary and associate members, and trustees of CCT.