

## DUNWICH TOWN TRUST: RISK ASSESSMENT

The trustees are responsible for the management and control of the charity and must be therefore be involved in setting the parameters and in reviewing the process of risk management (CC26 p.9).

The annual report includes a statement that ‘... the charity trustees have given consideration to the major risks to which the charity is exposed and satisfied themselves that systems or procedures are established to manage those risks.’ [Charities (Accounts and reports) Regulations 2008].

The purpose of this risk assessment is to help ensure that the Trust continues to be able to meet its statutory objectives now and in the future.

The table below shows the current risks and is reviewed annually.

	Potential risks	Likelihood	Impact	Level of risk	Control procedure, addressing the risk	Who is responsible	Further action/by whom
<b>1</b>	<b>Governance &amp; Operations</b>	Scale 1-5					
1.1	Trust lacks direction, strategy and forward planning	<b>2</b>	<b>4</b>	<b>8</b>	Create an annual activity plan and a budget. Monitor performance.	<b>Chairman</b>	<b>Ongoing</b>
1.2	Trustee body lacks relevant skills or commitment;	<b>3</b>	<b>5</b>	<b>15</b>	Skills audit, co-opt trustees to fill skills gap. Induction and training.	<b>All trustees &amp; Chairman</b>	<b>Ongoing</b>
1.3	Trust dominated by one or two individuals	<b>2</b>	<b>4</b>	<b>8</b>	Share responsibilities amongst all trustees, encourage engagement	<b>Chairman</b>	<b>Ongoing</b>
1.4	Trustees have conflicts of interest or loyalties	<b>2</b>	<b>5</b>	<b>10</b>	Protocol for disclosure of potential conflict of interest – policy reviewed annually	<b>All trustees</b>	<b>Check and minute at all meetings</b>
1.5	Ineffective organisational structures; inadequate information passed to trustees resulting in poor decision making	<b>1</b>	<b>4</b>	<b>4</b>	Close liaison between Clerk and Chairman, book-keeper and Treasurer. Efficient information sharing, improved internet use.	<b>All trustees and officers</b>	<b>Ongoing</b>
1.6	Breaches of confidentiality, trust	<b>1</b>	<b>4</b>	<b>4</b>	Confidentiality Agreement adhered to.	<b>All trustees</b>	<b>Induction and ongoing</b>
1.7	Breaches of GDPR 2018	<b>1</b>	<b>4</b>	<b>4</b>	Compliance with GDPR kept under review.	<b>Chairman &amp; Trustees</b>	<b>Ongoing</b>
1.8	Loss of key staff – book keeper, clerk	<b>4</b>	<b>5</b>	<b>20</b>	Notice periods. Succession planning. Transparent systems.	<b>Service agreements</b>	<b>Transition periods</b>
1.9	Difficulty attracting and keeping appropriately skilled trustees	<b>4</b>	<b>4</b>	<b>16</b>	Ensure Trustees fully engaged with specific roles. Village networking.	<b>All trustees</b>	<b>Ongoing</b>

1.10	Trust fails to comply with charity scheme objectives	1	5	5	Agree authorisation procedures. Well minuted decisions and responsibilities.	Chairman and trustees	Annual review
1.11	Policy documents and procedural systems not available or updated; actions taken without proper authority	1	4	4	Properly documented policies and procedures regularly reviewed; available on secure domain of website.	Chairman and clerk	Annual review, new policies as needed
1.12	Inadequate IT or computer system failures, loss of hard/paper records	2	5	10	Keep all IT data fully backed up and systems up to date. Appraise security.	Clerk, book-keeper, chairman	Ongoing
1.13	Record keeping/information systems inadequate	2	4	8	Systems agreed, transparent and shared with Chairman/trustees.	Chairman, clerk,	Annual review and ongoing
1.14	Health and safety: injuries to beneficiaries or the public	1	5	5	Monitoring and awareness of potential risks. Public liability insurance.	All trustees, Clerk	Annual and ongoing
1.15	Disaster recovery and planning: destruction of property, records through fire, flood etc	2	5	10	Insurance cover, develop disaster recovery plans.	Clerk, chairman	Annual
<b>2</b>	<b>Financial</b>						
2.1	Inadequate budgetary control and financial reporting	2	5	10	Regular reporting and monitoring. Link budget to planned activities.	Treasurer, bookkeeper chairman	Reg. reports to trustees. Ann. Accounts
2.2	Reserves policies and liquid assets not appropriate to perceived needs.	2	3	6	Periodic review of reserves policy, reserves levels and liquidity.	Treasurer, chairman trustees	Sept 2013
2.3	Under performance of investments and capital assets.	3	2	6	Monitor performance of market investments. Aim for market rentals on property and land assets	Treasurer, chairman, bookkeeper	Annual review, monitor Covid-19 impact.
2.4	Problems with car park surface	3	2	6	Monitor condition of surface	All trustees	Ongoing
2.5	Tenants fail to pay rent/can't get tenants/conflict with tenants	2	5	10	For housing utilise restricted fund where appropriate. Ensure new and existing tenants aware of consequences of non-payment and help available. Tenancy agreement.	Trustees, with Clarke & Simpson	As necessary. Tenants referred to Government Grants during Covid-19.

2.6	Inappropriate or ill-defined investment policy	2	3	6	Establish investment policy. Reviewed annually.	Treasurer, chair, trustees	Ongoing
2.7	Fraud or error	1	5	5	Segregate duties. Set authorisation limits.	All trustees, chairman	Keep under review
<b>3</b>	<b>External factors</b>						
3.1	Public perception	3	5	15	Transparency within village. Annual open meeting and minutes on-line. All policies are on the DTT website.	All trustees	Open Meeting and ongoing
3.2	Demographic changes leading to fewer beneficiaries of restricted fund and fewer eligible trustees	4	4	16	Representative trustees could be recruited from outside the village. Monitor use of restricted fund.	All trustees	Keep under review
<b>4</b>	<b>Compliance with law</b>						
4.1	Lack of compliance with legislation and regulations	1	4	4	Follow advice on Charity Commission website. Use qualified financial, legal and property management professionals.	Trustees, chairman	Ongoing, regular reviews
4.2	Quality of and access to professional advice	2	4	8	Ensure access to professional advice. Identify issues where professional advice is required.	Chairman, trustees	Ongoing

**RISK LEVELS: 1 - 9 = low risk**  
**10-19 = medium risk**  
**20-25 = high risk**

**First approved by Trustees on .....11/9/2013 .....**

**Reviewed annually**

**Approved by Trustees on 11<sup>th</sup> July 2022.**

**Signed: .....Nick Mayo..... Nick Mayo Chairman**