



The Friends of All Saints' Church, Shillington

Registered Charity Number 1060329

# Internal Risk Management Policy and Procedures

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## Introduction

Charities will face some level of risk in most of the things they do. The diverse nature of the sector and its activities means that charities face different types of risk and levels of exposure. An essential question for charities when considering risk is whether or not they can continue to meet the needs of beneficiaries now and in the future. For example, in a period of economic uncertainty, the major financial risks for a charity are likely to be: -

- termination of funding from other bodies,
- the future of contracts,
- fundraising from the general public,
- fluctuations in investments,
- an unforeseen rise in demand for their service,

## Summary of the role of the Friends

The role of the Friends of All Saints' Church, Shillington (The Friends) is to raise funds for the repair, maintenance and improvement of All Saints' Church, Shillington (All Saints').

This is done in conjunction with the Parochial Church Council (PCC) of All Saints.

The Friends is a voluntary body which has no legal responsibility for the upkeep of the Church. Should the Friends reduce their fundraising activity or disband entirely, this would be unfortunate, but would not result in any outstanding liabilities or legal obligations.

The reduction or absence of funds raised by the Friends should form part of the risk management policy of the PCC.

## Policy

The policy of the Friends is to anticipate risks to its ability to function and to have plans in place to mitigate against those risks. In doing so, the Trustees of the Friends will consider risks in the following areas: -

- Governance,
- Operations,
- Finances,
- environmental or external factors such as public opinion or relationship with funders,
- a charity's compliance with law or regulation,

## Procedures

The Friends will keep and maintain a Risk Register, which will be an agenda item at each of its meetings and, should an imminent risk be identified, will result in an emergency Trustee meeting being convened.

## Risk Register Framework

Category	Potential risks	Mitigating Actions
Governance	<ul style="list-style-type: none"> <li>• Insufficient number of trustees</li> <li>• Skills gap within Trustee body</li> <li>• Conflicts of interest</li> </ul>	<ul style="list-style-type: none"> <li>• Regularly use all comms media to promote the benefits of Charity Trusteeship</li> <li>• Identify gaps and seek relevant training opportunities. Seek to recruit new members/ex officio members for specific roles</li> <li>• Maintain and regularly review our Conflicts of Interest policy and register.</li> </ul>
Operations	<ul style="list-style-type: none"> <li>• Insufficient number of trustees</li> <li>• Insufficient volunteer members required to stage fundraising events</li> </ul>	<ul style="list-style-type: none"> <li>• Regularly use all comms media to promote the benefits of Charity Trusteeship</li> <li>• Regularly use all comms media to promote the benefits of membership. Ensure members are communicated with on a regular basis and thanked for their support.</li> </ul>
Finances	<ul style="list-style-type: none"> <li>• Reduced income from membership</li> <li>• Reduced income from Fundraising activities</li> <li>• Increased costs of fundraising activities</li> <li>• Expensive &amp; urgent project(s) identified as priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Regularly use all comms media to promote the benefits of Charity Trusteeship. Clearly communicate the tangible outcomes of membership subscriptions and support.</li> <li>• Carefully plan fundraising events to ensure a favourable ratio between costs and funds raised. Continue to seek sponsorship from local businesses/benefactors to offset costs of events</li> <li>• Use the Quinquennial Review of the Church to prioritise the planning of projects in conjunction with the PCC.</li> </ul>

External Factors	<ul style="list-style-type: none"> <li>Reduced support from grant-giving bodies</li> </ul>	<ul style="list-style-type: none"> <li>Maintain good relations with previous funders by paying invoices promptly and ensuring their support is publicly acknowledged</li> </ul>
Compliance	<ul style="list-style-type: none"> <li>Skills gap within Trustee body</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that guidance from the Charity Commission (CC) is discussed at committee meetings and, if this exposes skills/knowledge gaps, we seek advice from CC re training opportunities and further support available.</li> <li>Seek to recruit new members/ex officio members for specific roles</li> </ul>

## Risk Register

The Friends maintain a risk register in a supplementary document to this policy.

## Policy review

This Policy was agreed by the Committee of the Friends on 18 September 2024. It will be reviewed if any matters come to light requiring a change and/or triennially.

Date of review	Note of charges	Signed by the Chair
18.09.2024	First iteration	
30.09.2027		
20.09.2030		