

HAMDON YOUTH & FAMILY CENTRE TRUST
RISK REGISTER AND MANAGEMENT STRATEGY

Reviewed and approved by the Committee on the 31 August 2023

Strategy

Hamdon Youth & Family Centre Trust (HYFC) is aware that risks will always arise from its various services and functions. Some risks will always exist and will never be eliminated, however we recognise that we have a responsibility to manage risk where we can. HYFC supports a structured and focused approach to managing risk by the creation of a formal Risk Register and review and report by the Committee each year as part of the governance process.

Our Risk Register will:-

- Identify risks across the areas of finance, services, health & safety, assets and committee management
- Assess the risks for likelihood and impact
- Identify any existing management controls to mitigate those risks
- Identify how we monitor that controls are actually being used, or new ones needed

How we assess the Risks

We use a numerical system when assessing, then numbers are converted to Low (L) Medium (M) and High (H)

Likelihood Rating: (Likelihood taking into account any controls in place)

- 1 = Low (seldom)
- 2 = Medium (frequently)
- 3 = High (certain or near certain)

Severity Rating:

- 1 = Low (minor issue that can be easily remedied - or cuts & bruises if affects a person)
- 2 = Medium (serious impact on council business – or time off work if affects a person)
- 3 = High (major impact on council business - or fatality if affects a person)

Net Risk Rating (= likelihood x severity)

- 1 / 2 = Low priority (L)
- 3 / 4 = Medium priority (M)
- 6 / 9 = High priority (H)

1. FINANCE

Subject	Potential Risk	Responsibility	Likelihood	Impact	Net Risk	Management Controls in place	Monitoring Methods
Financial records and reporting	Financial irregularities	Treasurer/ Committee	L	L	L	Finance policy and procedures set out rules to follow	Annual review
	Inadequate records	Treasurer	L	L	L	Regular annual external audits Effective and up to date financial and compliance controls in place. Reconciliation process done monthly Treasurer is a trained book-keeper and was the council's previous Parish Clerk and Responsible Financial Officer.	Audit reports to Trustees Bank reconciliation produced at each regular meeting
Budget	Failure to set budget	Treasurer/ Committee	L	H	M	Detailed forward budget decisions made in March meetings	Formal resolution made to adopt budget
	Budget become inadequate during year	Committee	L	H	M	Formal Budget setting process in place	Budget updates reviewed quarterly and adjusted where need be
	Long term project needs met	Committee	L	M	L	Appropriate earmarked reserves in place. Formal Reserves and Virement policy in place.	Ring fenced reserve amounts shown on any financial reports Reserves Policy – <i>to be drafted</i>
Insurance	Buildings and Public Liability Insurance not in place covering the Centre	Parish Council	L	L	L	Approval of annual renewal terms by councillors at council meeting	Standing PC agenda item in May for June renewal
	Inadequacy of insurance	Parish Council	L	L	L	Council annually reviews Asset Register and sums assured. Specialist broker used	Copy of insurance cover from Council

Subject	Potential Risk	Responsibility	Likelihood	Impact	Net Risk	Management Controls in place	Monitoring Methods
Value for Money	HYFC pays more than it should for things	Committee	L	L	L	Finance policy and procedures in place	Competitive quotes always obtained where possible. Approval for spend requires Resolution and payments authorised at formal meeting.
Annual Return to Charity Commission	Inaccurate or incomplete	Treasurer	L	L	L	Treasurer to attend any training as required	Committee reviews Return before full approval
	Not submitted within time limits	Committee	L	L	L	Meeting held to approve accounts in time for sending to auditors Confirmation by treasurer to committee that has been submitted	Review deadline dates on receipt of audit pack Standing agenda item
Banking	Fraud	Committee	L	M	L	Bank mandate for cheque signing and authorisation for online payments Finance Policy and procedures	Annual review of Finance policy and any issues
	Incorrect payments & bank mistakes	Treasurer	L	L	L	Bank statements checked monthly Bank reconciliation carried out	Resolutions required for all spend. Bank reconciliation is standing agenda item monthly
Viability	Trust runs into financial difficulties	Committee	L	H	M	Annual operating grant given by Parish Council to support. Budget created and reported on by Trust. PC represented on the Committee	Regular financial reviews at each meeting.

2. COMMITTEE MANAGEMENT

Subject	Risk	Responsibility	Likelihood	Impact	Net Risk	Management Controls in place	Monitoring Methods
Trustee responsibilities	Roles performed inadequately or inappropriately	Committee	L	H	M	All Trustees issued with summary of responsibilities and copy of Constitution.	Review annually and on filling a vacancy
	No regular attendance by Trustees	Committee	L	L	L	Constitution requirement to attend. Removal of trustee if more than 6 months non-attendances.	Attendance records noted by Secretary
	Conflict of interest in decision making	Committee	L	M	M	All service users can act as Trustees so have interest in managing their environment.	Declaration of interests at each meeting.
	Trustee encourages others to act outside the permitted activities putting the Centre in danger of financial penalties	Committee	L	H	H	Government document allows for the removal of such a Trustee subject to a majority vote.	All Trustees and Parish Councillors are aware of the consequence of breaking the restrictions on youth centre use.
Compliance	Acting outside authority leading to non-compliant activity or payments	Committee	L	L	L	All decisions and payments authorised by resolutions and minuted at meetings	Formal minutes
General Data Protection Regulations (GDPR)	If HYFC does not comply with GDPR 2018 regulations	Committee	M	M	M	Privacy Notice in place and issued to all hirers routinely	Formal booking policy procedure
Finance	If internal processes not compliant with regulatory obligations.	Committee	L	L	L	Constitution of CIO sets out restrictions and requirement. Finance policies in place	Regular policy review

Subject	Risk	Responsibility	Likelihood	Impact	Net Risk	Management Controls in place	Monitoring Methods
Public reputation	Accounts not compliant	Treasurer/Committee	L	L	L	Accounts completed by professional accountant for HYFCT	Annual audit report to committee and parish council
	Complaints by public not addressed properly	Committee	L	L	L	All complaints reported formally to committee by Chair Formal complaints policy	Regular reporting at meetings of any problems. Complaints Policy in place
	Young people break the law and cause problems in the community	Chair/Committee	L	M	L	All occurrences reported to youth organisation leaders: young people spoken to or barred if appropriate	Regular reporting at meetings
Meetings	Failure to achieve quorum at meetings	Committee	L	L	L	Attend all meetings where possible	Register of attendance kept by Secretary in meetings
		Secretary	L	L	L	Secretary to issue meeting agenda and any papers ahead of meeting date.	
	Inappropriate conduct	Committee	L	M	L	Meetings to be managed by Chair	Any inappropriate behaviour raised by trustees and Chair at meetings, and action taken to notify individual concerned.
	Committee decisions not implemented	Chair/Secretary	L	M	L	Secretary to maintain Action Plan detailing all Resolutions	Standing agenda item.
Meeting Records	Accuracy and legality of Minutes and Agendas	Committee	L	M	L	Minutes and agenda adhere to the legal requirements All draft minutes are reviewed and adopted	Minutes are standing agenda item

3. SERVICES

Subject	Risk	Responsibility	Likelihood	Impact	Net Risk	Management Controls	Monitoring Methods
Building and equipment	Hirers unable to use Centre due to poor maintenance	Committee and Council	L	L	L	Service Management Agreement ("SMA") between council and Trust. Maintenance responsibility included in SMA.	Regular review
	Trustees fail to maintain repair interior	Committee				Committee responsible for interior maintenance Fire and H & S Assessments carried out by Trust and copied to Parish Council	Service Management Agreement in place Standing Agenda items
	Parish Council as landlord fails to maintain exterior adequately	Parish Council	L	H	M	Council responsible for exterior maintenance.	Gentle reminder to parish council . As a last resort solicitors letter reminding of legal obligations and our right to quiet enjoyment of lease
	Financial viability affects ability to repair equipment	Committee/Council	L	H	M	Parish Council provides annual operating grant and insurance costs to help support this village project. Figure in annual budget for routine maintenance	Standing agenda item annually on PC and budget line reviewed regularly. Have no control if PC fail to support
	Major internal repairs not completed due to lack of funds	Committee	L	H	L	Reserves put aside each year routinely for emergencies.	£300 put aside annually for internal Maintenance. Surplus funds kept in interest bearing account <i>Formal Reserves policy not yet in place</i>
Regulations	Youth Centre is not run in accordance with Methodist restrictions	Committee	L	L	L	Service Management Agreement ("SMA") with Trustees defines all responsibilities and restrictions.	Regular quarterly reports to council.
	Council illegally instructs change of use for building breaking legal	Council	L	H	H	The Sale Conditions, the Permitted Use under the Title, and the sub-lease are legal obligations on the PC and the committee.	Appropriate action would be taken by the Methodist Trustees to sell the building and get their financial entitlement from the sale price back

Subject	Risk	Responsibility	Likelihood	Impact	Net Risk	Management Controls	Monitoring Methods
	<p>restrictions on the Title.</p> <p>Centre does not meet safeguarding standards required</p> <p>Centre fails to meet Charity Commission reporting standards</p>	<p>Committee</p> <p>Committee</p>	<p>L</p> <p>M</p>	<p>M</p> <p>H</p>	<p>L</p> <p>M</p>	<p>Requirement to confirm to parish council annually that Charity Commission reports have been filed. Mentioned in SMA with parish council</p>	<p>from the parish council. Trustees would be obliged to report the breach to the Monitoring Officer and SALC.</p> <p>Policies in line with national guidelines in place for HYFCT and all hirers – mandatory.</p> <p>Annual report to Council after AGM to confirm meet statutory requirements</p>
	<p>Organisations fail to use Centre</p> <p>Other venues offer activities for children's activities</p>	<p>Committee</p> <p>Other venues</p>	<p>L</p> <p>L</p>	<p>M</p> <p>L</p>	<p>L</p> <p>L</p>	<p>Promotional material published and circulated regularly.</p> <p>Facebook page and website set up</p> <p>Taking part in community events where appropriate</p> <p>Good working relationship with other venues in village and clear understanding of 'not treading on others' toes'.</p> <p>Hire charges to remain competitive</p> <p>Advertising</p>	<p>Budget item</p> <p>Regular posts</p> <p>Regular review</p> <p>Regular review</p>

4. HEALTH AND SAFETY

Subject	Risk	Responsibility	Likelihood	Impact	Net Risk	Management Controls	Monitoring Methods
Grassed areas and paths	Accident to member of public on equipment or on grounds	Parish Council	L L L	L L L	L L L	<p>Council responsible for the building and general public liability cover as freeholder.</p> <p>Trustees responsible for public liability as a result of negligence of maintenance of the inside of the building and their own activities.</p> <p>Hirers responsible for accidents occurring as a result of their own activities</p>	<p>Regular budget and reporting item for Council in June. Village insurance covers this - £10m cover.</p> <p>Trustees have own £10m PL cover</p> <p>Hirers required to show adequate PL cover.</p>
Handymen contracted by Trust for repairs	Accident or injury to member of public while carrying out work	Handyman	L	L	L	Ensure all contractors have adequate insurance	Copy of insurance to be kept by Treasurer
Fire	<p>Death or injury to public in building or surrounding grounds caused by fire</p> <p>If no adequate fire safety measures in place</p>	<p>Parish Council</p> <p>Committee</p>	L L	M M	L L	<p>Public Liability insurance cover</p> <p>Fire and smoke detection systems are in place together with extinguishers and evacuation procedures. Fire and Health & Safety policies and Risk Assessments in place.</p>	<p>Annual renewal review June</p> <p>Regular review. Last review August 2023. Fire extinguishers replaced summer 2023.</p>
Volunteers helping at the Centre	Accident or injury	Committee	L	M	L	Appropriate awareness of risks and equipment operation conveyed to volunteer. Formal Risk Assessment done for specialised work by groups using the volunteer	Health & Safety assessments and procedures. Last review Aug 2023

5. PHYSICAL AND ELECTRONIC ASSETS

Subject	Risk	Responsibility	Likelihood	Impact	Net Risk	Management Controls	Monitoring Methods
Trust paper documents	Loss of paper records through theft, fire, flood etc	Committee	L	M	L	Documents held digitally . Back up procedures in place.	Procedures
Electronic Assets	Loss of records and IT equipment through theft and physical damage	Committee	L	L	L	Insurance held for contents by individual groups. Valuable items not kept in building.	Annual insurance review
	Loss of records through data corruption	Committee	L	M	L	Mandatory use of anti-virus software, daily backups of data to the cloud	Part of Office 365 subscription
	Loss of access to records due to illness or death of committee member	Committee	L	H	M	Officers to keep paper copy of their passwords in a sealed envelope for emergency use.	