



Southwell & District Lions Charitable Trust ('Southwell Lions')

Risk management policy

Risk management forms part of our internal control and governance arrangements and it is acknowledged that efficient and effective management is important in order for us to achieve our charitable objectives.

Potential risks are identified below and Southwell Lions has systems and procedures in place to mitigate these and minimise the potential impact should any of them materialise.

Risk Category	Description	Mitigation	Score
Reputation Risks	Risks that relate to the logo or image of Southwell Lions and which may cause embarrassment to the organisation and adversely affect 'public confidence' in Lions Clubs International	<p>External contact: primarily through local newspaper publicity and direct contact between club members and people in the local community. Club Directors and trustees maintain oversight of activities of Southwell Lions and club members have received guidance on the risks involved where there is external contact and the duty of care expected of them when acting in their capacity as club members.</p> <p>Only nominated members of the club are authorised to speak to the press on behalf of the club.</p> <p>Website/Facebook/Twitter: are the public face of Southwell Lions. Members responsible for maintaining each of the above and are accountable to the trustees who have a duty of care to act in the best interests of Southwell Lions.</p>	
Information Risks	Risks that relate to the loss or inaccuracy of data, systems and the timeliness of reported information.	<p>Membership information is maintained by the Secretary using LCI MMR system. Members asked to ensure they notify changes to personal data. Membership information is also provided to Lions Clubs International & backed up by them. Financial information is maintained by the Treasurer & backed up regularly. Secretary and Treasurer aware of timings of reporting obligations; both within Lions and regulatory. Southwell Lions authorises a club member to act as liaison with the Charity Commissioners to ensure compliance with its annual reporting requirements.</p>	
Financial Risks	Risks that relate to losing monetary resources or incurring unacceptable liabilities.	<p>Cheques require two signatories. Policies in place for online banking and use of debit card. Status of all accounts reported monthly to Directors and Southwell Lions members. All expenditure must be initially agreed by Southwell Lions members and then verified</p>	

		separately by the Trustees. Conflict of interest policy in place.	
People Risks	The risks associated with a volunteer organisation i.e., recruitment, retention and failure to attend.	Policy in place for managing volunteers.	
Regulatory Risks	The risks related to the regulatory environment such as financial regulation, corporate governance, health & safety, data protection and other legislation.	President and secretary bring forward items to Directors; policies in place for equal opportunities, welfare and (in due course) data protection and privacy. Treasurer keeps abreast of requirements of HMRC re Gift Aid. Club member with responsibility for liaison with Charity Commission keeps abreast of its annual reporting requirements. Conflict of interest policy in place.	
Physical Risks	Risks related to fire, security, accident prevention and health & safety.	Venue used for monthly meetings has fire alarms and immediate access to exit the building in an emergency. All other Southwell Lions Directors and committee meetings take place at members' homes. Risk assessments undertaken & recorded for all activities & events which involve the public at external venues.	
Business Continuity Risks	Risks associated with the continuation of Southwell Lions in the event of a disaster, reliance on operational equipment or loss of sponsorship or funding.	Monthly meetings: The primary business of Southwell Lions is conducted in a meeting room at the Reindeer Inn. Should this become unavailable there are a number of suitable alternative venues available within Southwell. At short notice full meetings could possibly be accommodated at some members' homes or deferred until an alternative is secured, without any serious impact on Southwell Lions conducting its business as usual. Committees: Southwell Lions operates through Directors committee, Fundraising, Community Service & house & Programme committees along with other smaller committees which meet at homes of respective members. The loss of availability of a single location for any reason would have no impact on Southwell Lions as a whole or any of its committees. IT/Data Loss: Essential information relating to membership, finances and organisation of events & activities is maintained. Minutes of meetings are stored on a secure cloud; membership information is maintained on LCI MMR and financial information is regularly backed up to a secure USB drive. The Website is copied and backed up on a regular basis.	
Contractual Risks	Risks associated with the failure of contractors to deliver services to the agreed cost and specification.	All expenditure must be approved by the trustees, considering not only the amount but the supplier. Conflict of interest policy in place.	

Environmental Risks	Those risks relating to pollution, noise, or the on-going energy efficiency of on-going service operations.	Requests for donations and support of other organisations' and LCI clubs fundraising are monitored for environmental risks.	
Economical Risks	Risks associated with the inefficient operation of systems and the duplication of effort. Consider the concept of 'over controlled'.	Donations are followed up with the recipients to ensure funds are put to use for the intended purpose.	

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