

# **EMMANUEL** *Loughborough*

## **Risk Policy**

**March 2019**

## **1 Risk policy purpose**

This policy:

- is a formal acknowledgement that the PCC is committed to maintaining a strong risk management framework. The aim is to ensure that the Charity makes every effort to manage risk appropriately by maximising potential opportunities whilst minimising the adverse affects of risks.
- should be used to support the internal control systems of the Charity, enabling the Charity to respond to operational, strategic and financial risks regardless of whether they are internally or externally driven.

## **2 Risk policy objective**

- To confirm and communicate the Charity's commitment to risk management.
- To establish a consistent framework and protocol for determining what are acceptable levels of risk and for managing risk.
- To assign accountability to management and staff for risks within their control and provide a structured process for risk to be considered reported and acted upon throughout the organisation.

## **3 Risk policy statement**

The PCC believe that sound risk management is integral to both good management and good governance practice.

Risk management should form an integral part of the Charity's decision-making and be incorporated within strategic and operational planning.

Risk assessments will be conducted on all new activities and annual recurring events and to ensure they are in line with the Charity's objectives and mission. Any risks or opportunities arising will be identified, analysed and reported at an appropriate level.

A risk register covering key strategic risks will be maintained and updated annually and more frequently where risks are known to be volatile.

All staff and volunteers will be provided with adequate training on risk management and their role and responsibilities in implementing this.

The PCC will regularly review and monitor the effectiveness of its risk management framework and update it as considered appropriate. Areas of potential high concern risks will be monitored by BAT and standing committee and reported to PCC where action is needed to effect better control.

Reports will be made to the PCC at each meeting of continuing and emerging high concern risks when these occur and those where priority action is needed to effect better control. Individual error and incident reports will be required from individual staff and volunteers where a reportable event is identified. This includes any event where injury or potential injury occurred.

## **4 Organisational roles**

The role of the PCC is to:

- ensure that a culture of risk management is embedded throughout the Charity
- set the level of openness to risk and risk tolerance for the organisation as a whole and in specific circumstances
- communicate the Charity's approach to risk and set standards of conduct expected of staff
- ensure risk management is included in the development of Charity budgets and when considering strategic decisions
- approve major decisions affecting the Charity's risk profile or exposure
- satisfy itself that less fundamental risks are being actively managed and controlled
- regularly review the Charity's approach to risk management and approve any changes to this.

The role of the Rector and the Senior Management team is to:

- ensure that risk management policy is implemented throughout the organisation
- anticipate and consider emerging risks and to keep under review the assessed level of likelihood and impact of existing key risks
- provide regular and timely information to the trustees on the status of risks and their mitigation
- implement adequate corrective action in responding to significant risks; to learn from previous mistakes and to ensure that crisis management plans are sufficiently robust to cope with high level risk

## **5 Interaction with internal control systems**

Risk management forms part of the Charity's system of internal controls and should be read in conjunction with the policies and detailed controls procedures specified in our PCC policies and procedures, including our youth and children's policy, health and safety policy, employment policy and finance policy . This document sets out in detail operational limits within which individuals may act in particular circumstances in order to minimise the risk of fraud or error. These limits cover amongst other things – control over bank payments and receipts, authorisation of and processing of expenditure and approval required at particular levels of decision making.

In addition the Charity expects to meet minimum standards required by legislation and best practice in operational areas covering the following: IT and data protection; HR; Health and Safety; Governance; Financial accounting and reporting; Management of volunteers.

The risk of falling short of these standards is mitigated as far as possible by ensuring that appropriate policies and working practices are adopted in each of these key areas and that staff are adequately experienced and trained to manage this. Where necessary, external advice is sought to supplement internal expertise.

## **6 Risk Register**

See attached

## **APPENDIX 1**

### **PCC of Emmanuel (Charity Registered No1132853)**

#### **Delegation by the PCC members**

Resolution passed on 26<sup>th</sup> March 2019

DELEGATION of responsibility to report all OTHER Serious Incidents to the Charity Commission in accordance with the PCC Guidance.

1. In order to facilitate the confidential and timely reporting of any Serious Incidents, the responsibility for the reporting of Serious Incidents is delegated to Michael Broadley, Rector, Lisa Collins and Liz Featonby, Church Wardens. All references to the Trustee Group in this delegation are references to this smaller group of trustees.
2. The Rector or Church Wardens are responsible for deciding whether, in accordance with the PCC Guidance, the incident is sufficiently Serious to require reporting to the Charity Commission. If a decision was taken that an incident does NOT need to be reported to the Charity Commission, the reasons for this decision should be agreed with the Trustee Group and recorded in writing by the PCC Secretary.
3. The Rector or Church Wardens are responsible for preparing and submitting the Serious Incident Report to the Charity Commission. Where the report relates to a high-risk incident, the draft report should be provided to the Trustee Group for approval.
4. PCC Secretary is responsible for providing the PCC with a copy of any Serious Incident report submitted to the Charity Commission.