DISS SURVEYORS' ALLOTMENT CHARITY
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# Risk Management Policy

## 1. Purpose

The purpose of this policy is to provide a structured approach to identifying, assessing and managing risks that may affect the ability of Diss Surveyors' Allotment Charity ("the Charity") to achieve its charitable objectives.

The Trustees recognise that effective risk management supports good governance, protects the Charity's assets and reputation, and helps ensure that charitable funds are applied for the benefit of the inhabitants of Diss.

## 2. Scope

This policy applies to all activities undertaken by the Charity and to all Trustees acting on its behalf.

## 3. Responsibilities

The Trustees are collectively responsible for identifying and managing significant risks facing the Charity.

Administrative support may be provided by officers of Diss Town Council, however responsibility for risk management remains with the Trustees.

## 4. Risk Management Principles

The Charity shall:

- Identify significant risks that may affect its activities.
- Assess the likelihood and potential impact of identified risks.
- Implement proportionate controls where necessary.
- Review significant risks regularly.
- Take appropriate action where new risks emerge.

The Charity recognises that it is neither practical nor desirable to eliminate all risk. The objective is to manage risks to an acceptable level while continuing to pursue the Charity's objectives.

## 5. Key Risk Areas

The Trustees shall have regard to risks including, but not limited to:

### Governance Risks

- Failure to comply with the governing document.
- Conflicts of interest affecting decision-making.
- Failure to comply with Charity Commission requirements.

### Financial Risks

- Fraud or financial misconduct.
- Loss of funds through error or poor controls.
- Reduction in available income.
- Poor investment performance.

### Operational Risks

- Loss of records or important documentation.
- Insufficient administrative support.
- Failure to maintain effective procedures.

### Reputational Risks

- Loss of public confidence.
- Poor decision-making.
- Failure to manage complaints appropriately.

### Safeguarding Risks

- Funding being awarded to organisations without appropriate safeguarding arrangements where children or vulnerable adults are involved.

## 6. Risk Register

The Charity shall maintain a Risk Register identifying significant risks, existing controls and any actions required.

The Risk Register shall be reviewed at least annually and more frequently where required.

## 7. Financial Controls

The Trustees shall ensure that appropriate financial controls are maintained, including:

- Proper authorisation of payments.
- Appropriate banking arrangements.

- Regular review of financial information.
- Proper stewardship of investments.
- Compliance with the Charity's adopted policies.

Nothing in this policy overrides the financial controls set out within the Charity's Allocation of Funds Policy.

## 8. Reporting and Review

Any Trustee becoming aware of a significant risk shall bring the matter to the attention of the Chair or the Charity's next meeting as soon as reasonably practicable.

Where appropriate, Trustees shall consider additional controls or corrective action.

## 9. Monitoring and Review

This policy shall be reviewed every four years, or earlier if required by changes in legislation, Charity Commission guidance or the Charity's operations.