

BISLEY VILLAGE HALL



Risk Management Policy

Charity Registration no. 304978

Audit details

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Version 3.0

Overview

1. The Bisley Village Hall Management Committee of Trustees is responsible for identifying and managing risks associated with the operation of the Hall, informed by our overall Management Policy. This includes risks arising from factors that are within the Committee's control or influence and risks and uncertainties that the Committee cannot directly control or influence but in relation to which it can and should take steps to avoid or mitigate outcomes that would be detrimental to the village hall.
2. To develop this risk management policy we have defined risk as the possibility of something bad happening. We have assessed risks in relation to the likelihood or probability of something bad happening and the scale of the impact if it does happen. Uncertainties are factors that might impact the operation of the Hall in the future but are largely beyond our control.

Risk Assessment and Risk Management Framework

3. The schedule below shows the risks that the Trustees have assessed as significant - likely to happen and with considerable adverse impact if they do happen. For each we have proposed ways in which we can start to avoid or mitigate the risk.
4. We have used the following indicators for likelihood and impact:

Likelihood	50% chance
High	In the next few months (up to a year)
Medium	In the next few years (up to 10 years?)
Low	Beyond 2030

Impact	Description
High	Probably complete loss of hall
Medium	Major effort in terms of resources and management to control
Low	Manageable outcome

Risk Expressed as worst case outcomes	Likelihood	Impact	Mitigation Action that Trustees can take to reduce or avoid either the likelihood or the impact of a risk .. or both	Post mitigation Likelihood
Failure by Trustees to ensure the hall is meeting the needs of the community resulting in loss of reputation, customer confidence and finance.	Low/Medium	Medium/High	Monitor attitudes, opinions of people in Bisley, hall users, local groups and politicians. Respond to the attitudes, opinions of users and potential users of the Hall.	Low
The Hall and its facilities deteriorate to the extent that they are no longer useable	Low/Medium	High	A prioritised and phased programme of refurbishment Rolling programme of inspections(qualified Trades)	Low

<p>A major emergency affecting the structure and fabric of the building and leading to prolonged closure and loss of income</p>	<p>Medium</p>	<p>High</p>	<p>Continuous scrutiny of the fabric of the buildings and systems to ensure that potential problems are reported before they develop into emergencies.</p> <p>A planned annual programme of repair and maintenance</p> <p>Alternative accommodation options and a plan for the initial relocation of activities if an emergency occurs.</p> <p>Prioritised and phased programme of refurbishment and improvement (as above)</p>	<p>Medium</p>
<p>Through the withdrawal of a major user, lack of sufficient funding, competition from other venues or other reasons; the Hall is under-used and the charity becomes insolvent.</p>	<p>Low/Medium</p>	<p>Medium/High</p>	<p>Improve communication with users and potential users and other stakeholders</p> <p>Identify and seek alternative sources of funding</p> <p>Seek to avoid overdependence on users who hire the Hall for a high proportion of the time by diversifying Hall users and uses</p> <p>Seek regular feedback from users</p> <p>Improve the attractiveness of the Hall through refurbishment and repair (see above)</p> <p>**</p>	<p>Low</p>
<p>Unplanned loss of access to key Committee member skills</p>	<p>Medium</p>	<p>High</p>	<p>Succession planning and multi-tasking by Committee members.</p> <p>Increase size of committee.</p> <p>Document roles/users guides/audit trails</p>	<p>Medium</p>
<p>Lack of understanding and cohesion among members of the Management Committee leading to inability to act proactively, decisively and effectively</p>	<p>Low/Medium</p>	<p>Medium</p>	<p>A strong team with a decisive Chair</p> <p>Clear understanding by members – existing and new – of their roles and responsibilities as Trustees and under the 1961 Conveyance</p> <p>Information that enables members - existing and new - to have a clear view of what is happening and what needs to be done.</p> <p>Good intra team communications. Regular minuted meetings</p>	<p>Low</p>

Major external event, issue or decision affecting use of Hall (e.g. pandemic and/or other issues listed at para.4 below)	Low	High	Rapid response by the committee to the change. Preserve the hall and its viability for post event and new situation	Low
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Uncertainties

5. The Hall will or may be affected by a numbers of factors that the Committee cannot control, though it may well be able to exert some influence. These include:

- Political: Policies, decisions, actions and relationships (at national, county, borough and parish levels of government)
- Economic: variations in terms, fees and charges imposed by local authorities
variations in terms and prices charged by providers of work and services (including fuel and water utilities), financial impact of external events (e.g. pandemic) on sources and availability of funds
- Sociological: the attitudes, opinions and support of people in Bisley.
the attitudes, opinions and support of users and potential users of the Hall
the attitudes, opinions and support of local politicians and local authority officials
- Technological: technological developments affecting the use and efficiency of the Hall and its systems and facilities
- Legal: changes in legislation and regulation affecting charities
changes in legislation and regulation affecting community buildings, safety and health, use, etc
- Environmental e.g. health issues (including pandemic) and climate change and their effects on our users and the way we do things

6. This list, which is not exhaustive, serves to illustrate factors about which the Committee will seek to keep itself informed so that it is not caught out.

Responsibilities of the Management Committee of Trustees

7. The Committee will be proactive whenever it can be. We will, for example: communicate with local people, politicians and authorities to ensure that they know what we are doing; switch suppliers when prices are on the rise; and ensure we are up to speed on legislative changes that might affect us.
8. The Committee will ensure that all of its members are kept fully informed of current and potential future issues and work together to identify risks and uncertainties and agree how to mitigate or avoid them. We will do our best to ensure that our decision-making processes and communications support effective risk management.

9. The Committee will ensure, where possible, that all Hall users are kept fully informed, in a timely manner, of any potential future issues that may affect their use of the Hall. We will welcome their input to our consideration of risk issues.
10. This policy is reviewed and approved by the Management Committee every two years or at any other time if circumstances change.
11. This document is available on the Village Hall website