

BISLEY VILLAGE HALL



Risk Management Policy

Charity Registration no. 304978

Audit details

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Version 2.0

Overview

1. The Bisley Village Hall Management Committee of Trustees is responsible for identifying and managing risks associated with the operation of the Hall. 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 bad outcomes.
2. This document sets out the context for risk management in relation to Bisley Village Hall and our policy in relation to the assessment and management of. For this policy to be effective users of the Hall need to be aware of it and to play their part in ensuring that risks are well-managed.
3. 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 something bad does happen. Uncertainties are factors that might impact the operation of the Hall in the future but are largely beyond our control.

Context

4. Bisley Village Hall is a charitable trust established in 1961 by a Deed of Conveyance. Our purpose, under the terms of the Conveyance, is to:
"hold upon trust a Village Hall for the use of the inhabitants of Bisley and the neighbourhood without distinction of sex or of political, religious or other opinions and, in particular, for use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants"
5. Our main responsibilities under the Conveyance are for "the maintenance, upkeep and insurance of the Hall"; the payment of "rates, tax and other expenses" and, generally, for ensuring that the purposes set out in the Conveyance are met.
6. We are subject to charities law and to oversight by the Charity Commission. Like trustees of all charities we have ultimate responsibility for ensuring that Bisley Village Hall charitable trust is solvent, well-run and meets the needs for which it was set up.
7. Our mission is: *"To provide a community facility, in good working order, for the use of as wide a range of local groups as possible"* and our objectives include ensuring that
 - *the Village Hall fulfils the purposes for which it was established*
 - *our buildings and facilities are safe, secure, comfortable, adaptable and attractive for all users and a wide range of uses;*
 - *the charity is solvent. In deploying our income and procuring work and services we minimise costs and achieve best value for money;*
 - *our arrangements, policies and approaches safeguard the health and safety and wellbeing of all users.*

8. These conditions and responsibilities set the context for the way we run the Hall and for our risk management framework

Risk Assessment and Risk Management Framework

9. 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.

Risk	Likelihood	Impact	Mitigation
The Hall and its facilities deteriorate to the extent that they are no longer useable	Medium	High	A prioritised and phased programme of refurbishment
A major emergency affecting the structure and fabric of the building and leading to prolonged closure and loss of income	High	High	Continuous scrutiny of the state of the buildings and systems to ensure that potential problems are reported before they develop into emergencies. A planned annual programme of repair and maintenance Alternative accommodation options and a plan for relocating users if an emergency occurs. Prioritised and phased programme of refurbishment and improvement (as above)
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.	Medium	High	Improve communication with users and potential users and other stakeholders Identify and seek alternative sources of funding Improve the attractiveness of the Hall through refurbishment and repair (see above)
Lack of understanding and cohesion among members of the Management Committee leading to inability to act proactively, decisively and effectively	Medium	Medium	A strong team with a decisive Chair Clear understanding by members – existing and new – of their responsibilities as Trustees and under the 1961 Conveyance Information that enables members - existing and new - to have a clear view of what is happening and what needs to be done..

Uncertainties

10. 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:	local politics (at County, Borough and Parish levels) and relationships with local politicians and officers
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) 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	climate change and its effect on requirements relating to, for example, use of resources (particularly energy and water)

11. 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

12. 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.

13. This policy is reviewed and approved by the Management Committee annually or at any other time if circumstances change.

14. This document is available on the Village Hall website