



# The Spitfire Makers Charitable Trust

## Risk Management Policy

### Definitions

<b>The Trust</b>	means The Spitfire Makers Charitable Trust.
<b>Responsible Person(s)</b>	means the Chair and Board of Trustees. (Board)
<b>Risk Register</b>	means a register of all risks relating to the aims of, and the running of, the Trust.

#### 1. The Purpose of the Policy

The policy explains the approach to risk management by the Trust. It defines the roles and responsibilities of the Board of Trustees of the Trust and its volunteers and outlines the key aspects of the risk management process and reporting procedures.

#### 2. The Approach to Risk Management

- a. The Board has ultimate responsibility for overseeing risk management within the Trust.
- b. All supporters and volunteers are responsible for encouraging good risk management practice in all aspects of the Trust's work.
- c. Key risks will be identified by the Board or volunteers and closely monitored on a regular basis by means of a Risk Register (RR)

#### 3. The Role of the Board

The Board will set the tone and influence the culture of risk management within the Trust. This includes:

- a. Communicating the Trust's approach to risk.
- b. Determining what types of risk are acceptable and which are not.
- c. Approving major decisions affecting risk.
- d. Identifying risks and monitoring the management of significant risks to reduce the likelihood of adverse results.
- e. Satisfying themselves that the less severe risks are being actively managed with the appropriate controls in place and that the controls are working effectively.
- f. Annually reviewing the Trust's approach to risk management and approving changes or improvements to key elements of the processes and procedures.

#### 4. The Role of Volunteers

- a. Implementing the Risk Management Policy
- b. Identifying and evaluating the main risks faced by the Trust for consideration by the Board.
- c. Providing information to the Board on the status of risks and any controls in place to mitigate the risk.

#### 5. Governance

The Risk Management Policy forms part of the internal controls and governance of the Trust. This ensures an effective and efficient operation and enables the Trust to respond to a variety of risks.

**Policies and Procedures** - All policies and procedures underpin the internal control process of the Trust. The policies are approved by the Board and implemented and communicated to all volunteers or workers within the Trust. Written procedures support the policies where appropriate.

**Reporting** - Comprehensive reporting via a Risk Register (RR) is designed to monitor key risks and their controls. Decisions to rectify problems are made at regular Board meetings.

**Project Planning and Budgeting** - The project planning and budgeting process is used to set objectives, agree action plans, and allocate resources. Progress towards meeting project plan objectives is monitored regularly.

**Quality Review** - This is the mechanism by which the suitability of the risk management policy is assessed. The process helps to provide assurance that project plans, policies and procedures are constantly monitored and improved in to achieve the objectives of the Trust and manage funds effectively.

**External Audits** - From time to time the use of External Audit may be required in areas such as finance to ensure complete compliance to all policies and adhere to current financial legislation.

#### 6. The Risk Management Process

The identification of risk is an ongoing process. Everyone associated with the Trust is encouraged to report on risk, update Risk Registers and carry out regular assessments.

The Trust operates the following risk management system:

- a. An annual review of the Risk Management Systems
- b. Evaluation of identified risks using risk assessment
- c. Managing risks through application of risk management techniques
- d. Recording and monitoring risk using a risk register
- e. Assigning responsibility for risks to appropriate people

## 7. Annual Review of Effectiveness

The Board is responsible for reviewing the effectiveness of internal controls.

For each major risk identified, the Board will review the previous year's management of the risk and consider if current internal controls are still effective.

## 8. Policy Review

This policy will be reviewed annually by the Board and amended as necessary.

Date	Version	Agreed/Reviewed by	Agree/Review date
07.04.2020	Draft		
15.04.2020	Draft 2/ Ver 1.0	Board of Trustees	22.04.2020
22.04.2020	Ver 1	Reviewed by Trustees	Agreed: review 04/22