

RIVER LARK CATCHMENT PARTNERSHIP

RISK MANAGEMENT POLICY



INTRODUCTION

The River Lark Catchment Partnership is a community charity run by volunteers with volunteers directly and from partner organisations delivering our projects which include river restoration work on the River Lark and its tributaries as well as wider catchment stakeholder engagement projects.

For the foreseeable future the charity will be kept to a small scale involving a gross annual treasury turn-over under £100,000 and this policy relates to our measures for managing fiduciary risks and project delivery risks.

FIDUCIARY RISKS

1) PUBLIC LIABILITY

The charity shall keep up to date a Public Liability Insurance policy which covers Finance and Administration liability to the value of £100,000.

2) TREASURY ACCOUNTING

Treasury accounting shall be made in accordance with the Charity Commission's cc16 form and shall be reported by the treasurer to the trustees on a quarterly basis. The annual account shall be approved by all the trustees in a timely manner in order for the account to be filed in compliance with the Charity Commission as required.

All transactions will be managed through RLCP's single bank account. Treasury verification will be by direct agreement with Bank Account statements.

3) BANK ACCOUNT MANAGEMENT

The charity's community bank account requires two signatories. Authorised signatories shall be nominated Trustees of the charity only.

4) FUNDING AND EXPENDITURE DECISIONS

Until further notice all funding and expenditure decisions will be made by the Chairman and Treasurer collectively. All funding and expenditure prospects shall be routinely reported to the Trustees so that the board maintains an overview prior to decisions being made.

5) CORPORATE LIABILITY INSURANCE

The charity shall keep up to date Insurance that provides adequate cover for reasonable financial and administration liabilities.

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PROJECT DELIVERY RISKS

1) PUBLIC LIABILITY

The charity shall keep up to date a Public Liability Insurance policy which covers open public liability to the value of £5,000,000 with an extension to cover for injury caused to volunteers.

2) LEGISLATION

The charity shall make decisions and deliver projects that are compliant with health and safety regulations (Health and Safety at Work 1974 and Provision and Use of Work Equipment Regulations 1998). Wider undertakings of project duties shall also be Cross Compliant to ensure:

- Timing of works is considered within the wider environment
- Having necessary consents/permits and landowner permissions in place prior to commencement of works

